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ABSTRACT

This resource guide for classroom teachers contains annotations of resources representing recent instructional development in competency-based education for health occupations. It is also intended to assist curriculum specialists, administrators, and supervisors in development of performance-based instructional programs. The guide is divided into three sections. The first provides occupational information for use as reference material in developing instructional materials, student career information, and guidance information. Section 2 contains descriptions of two categories of curriculum resources--print and nonprint materials. Printed instructional materials include curriculum guides, course outlines, learning activity packages, task analyses, occupational inventories, student manuals, performance objectives, and tests. Nonprint materials include 16mm films, filmstrips, filmloops, slides, and transparencies. Each of the two categories is divided into seven subject areas: Registered Nurse/Licensed Practical Nurse, Nursing Assistant/Aide, Health Occupations--General, Dental Assisting, Dental Technology, Medical Assisting, and Medical Lab Technician. Each reference provides the following information: title, publisher or source with address, annotation, number of pages or length, and cost. A listing and description of periodicals related to health occupations is also provided. The guide's third section lists names and addresses of trade and professional organizations. (YLB)

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Resource Guide to Competency-Based Vocational Education:

HEALTH OCCUPATIONS

Compiled by:

Phillip R. Foster

1980

MARYLAND VOCATIONAL CURRICULUM RESEARCH AND DEVELOPMENT CENTER
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INTRODUCTION

WHAT TO TEACH?

A perennial problem in curriculum development is the determination of what should be taught. This problem has a direct impact on everyday classroom instruction. In vocational education, this problem takes on an added dimension. If an occupational field were to remain stabilized in terms of invention, technique, and specialization, few changes would be anticipated and the instructional development process would be greatly simplified. However, most occupational fields are experiencing rapid and continual change.

UPGRADING

It is not enough to simply identify and select for inclusion in the instructional program the skill and knowledge a worker has needed in the past. The rapid pace of technical and occupational change necessitates frequent upgrading and restructuring of the instructional program. In order for occupational education to be relevant, it is necessary for the classroom teacher to base instruction on the actual skills, knowledge, and attitudes that are currently needed on the job.

CURRENT, VALID INFORMATION

This publication is designed to assist the classroom teacher in keeping abreast of the most recent instructional developments in the field. The information included is current, and has been identified and validated by practitioners in the field.

Not only is it important for vocational educators to keep abreast of the technical progress of their field of study, but they should also know about current developments in design. Included in this guide are new developments in instructional technology that would be useful for an instructor to examine.

The resource guide, which is area-specific, is accompanied by a separate common core of materials for implementing CBVE programs. This common core can be used in conjunction with any or all of the different resource guides. The resource

RESOURCE GUIDE

guide is divided into three sections. The first includes occupational information which can be used to complement technical instruction and as a source of guidance information. The second section is a listing of a variety of annotated curriculum materials including guides, learning activity packages, course outlines, books, transparencies, films and filmstrips. Finally, the names and addresses of trade and professional organizations are included in the last section.

COMMON CORE

The common core is also organized into three sections. The first section describes how to develop a competency-based instructional program. A listing of general resources which would be useful in developing a CBVE program appears in the second section. Finally, a description of the information resources within Maryland and the nation is provided in the section on curriculum support services.

There are a number of practical points which the individual should keep in mind when using this guide:

EXAMINE EXISTING MATERIALS

1. Every effort should be made to collect and examine existing curriculum materials. Not only can a great deal of duplication of effort be avoided by utilizing existing information, but an understanding of the current state-of-the-art provides a solid foundation on which to structure program development.

ON-GOING CURRICULUM DEVELOPMENT

2. Curriculum development should be considered an on-going process, not a one-time effort. This process can be simplified by using a systematic approach for developing and evaluating the instructional program. Many of the curriculum resources in this guide have successfully been developed through the use of systems approaches. A proposed instructional systems approach is discussed in the next section.

COMMITTEES

3. It is suggested that curriculum development be approached through the use of committees. Committees can provide a forum for discussion

and a means of obtaining feedback on ideas. In addition, the work load can be shared among the members of the committee.

RESOURCE CENTER

4. Finally, a curriculum resource center can be a useful tool in curriculum development. It is advantageous to establish a center which can serve as both a central place to collect curriculum materials and as a convenient place to work. If personnel, funds, and other resources make a school-based center unreasonable, there are resources in Maryland and nationwide which educators are encouraged to use. These resources are listed in the Curriculum Support Services Section of the common core.

SUMMARY

In summary, the overall purpose of this guide is to help facilitate the important task of program development and upgrading. The teacher is provided with information about resources materials which can be examined, selected, and integrated into the instructional program. In addition, the resources annotated should also assist curriculum specialists, administrators, and supervisors in the development of competency-based instructional programs.

OCCUPATIONAL INFORMATION

The occupational information in this section can be useful to the classroom teacher in the following ways:

REFERENCE INFORMATION

1) It can serve as a source of reference information from which instructional materials can be developed.

CAREER INFORMATION

2) It can provide career information to students.

COURSE DESCRIPTION MATERIALS

3) It can be used to develop public relations and course description materials for use by guidance counselors, parents, and other interested individuals.

CAREER EDUCATION

With today's emphasis on career awareness and specialization, vocational teachers should be well informed about the career opportunities in their particular field. Teachers should convey to their students the qualifications, working conditions, employment outlook, required job-entry skills, and other career-related information of the occupation. It is not enough to leave the vital career facts of an occupational field to chance exposure.

The material that follows provides basic information that instructors can use to convey an understanding of different occupational aspects of the health occupations. The information was taken from the Occupational Outlook Handbook. This information should be supplemented with field trips, guest lectures, career days, and other occupational and guidance information.

PUBLIC INFORMATION

The information in this section can also be used to develop materials for an area that is often overlooked, namely, public information. Students often like to know about a field of study before they take courses. Parents want to know about the occupational opportunities available to their children. School counselors are required to provide current occupational information to students. The information in this section can be used to develop such descriptive materials in the form of booklets, course descriptions, and career information sheets.

HEALTH OCCUPATIONS

When people are sick or injured, having health services readily available becomes very important to them. The availability of these services depends, not only on the number of people employed in health occupations, but also on their geographic distribution. Numbers employed have grown very rapidly in recent years. How to improve their distribution remains a problem which is being attacked on the national, State, and local levels.

About 3.9 million people worked in health-related occupations in 1974. Besides doctors, nurses, dentists, and therapists, these include the behind-the-scenes technologists, technicians, administrators, and assistants.

Registered nurses, physicians, pharmacists, and dentists constitute the largest professional health occupations. In 1974 employment in these occupations ranged from 105,000 for dentists to 855,000 for registered nurses. Professional health occupations also include other medical practitioners—osteopathic physicians, chiropractors, optometrists, podiatrists, and veterinarians. Therapists (physical therapists, occupational therapists, and speech pathologists and audiologists) and administrators (health services administrators and medical record administrators) also are professional health workers, as are dietitians.

Other health service workers include technicians of various types, such as medical technologist, medical X-ray technician, dental hygienist, and dental laboratory technician. Large numbers—1.5 million—worked as practical nurses and auxiliary workers, including nursing aides, orderlies, hospital attendants, and psychiatric assistants.

Hospitals employ about half of all workers in the health field. Others work in clinics, laboratories, pharmacies, nursing homes, public health agencies, mental health centers, private offices, and patients' homes. Health workers are concentrated in the more heavily populated and prosperous areas of the Nation.

Training

The educational and other requirements for work in the health field are as diverse as the health occupations themselves. For example, professional health workers—physicians, dentists, pharmacists, and others —must complete a number of years of preprofessional and professional college education and pass a State licensing examination. On the other hand, some health service occupations can be entered with little specialized training. Many community and junior colleges offer courses to prepare students for various health occupations. In most of the occupations for which on-the-job training has been the usual means of preparation, employers now prefer persons who have completed one of these formal programs.

Earnings

Earnings of health workers range from the highest paid occupation—physicians—to that of hospital attendants, whose earnings are three-fourths of the average for all nonsupervisory workers in private industry, except farming. Earnings for the other health occupations that can be entered with up to 2 years of formal training are about the same as the average. People in health occupations that require graduation from college earn from one-and-a-quarter times to twice these average earnings. Among the occupations for which average yearly earnings are reported in the *Handbook*, the top 15 include 8 of the professional health occupations, including all 6 medical practitioners.

Outlook

Overall employment in the health field is expected to grow much faster than the average for all occupations through the mid-1980's, although the rates of growth will differ considerably among individual health occupations. Among the factors that are expected to contribute to an increase in the demand for health care are population growth and the public's increasing health consciousness. Expansion of coverage under prepayment programs that make it easier for persons to pay for hospitalization and medical care also will contribute to growth in this field. Other openings will be created each year by the increasing expenditures by Federal, State, and local governments for health care and services.

In addition to jobs created by employment growth, many new workers will be needed each year to replace those who retire, die, or leave the field for other reasons.

Recent expansion of training programs in most of the occupations will add to the supply of trained health service personnel. The employment outlook in the various occupations ranges from excellent to competitive, depending on the balance between supply of workers and expected openings. See the individual statements for the outlook for each occupation.

themselves, make beds, and bathe and dress patients. They also may give massages, take temperatures, and assist patients in getting out of bed and walking. Orderlies provide many of the same services. Orderlies also escort patients to operating and examining rooms and transport and set up heavy equipment. Some attendants may work in hospital pharmacies or supply rooms.

The duties of nursing aides depend on the policies of the institutions where they work, the type of patient being cared for, and—equally important—the capacities and resourcefulness of the nursing aide or orderly. In some hospitals, they may clean patients' rooms and do other household tasks. In others, under the supervision of registered nurses and licensed practical nurses, they may assist in the care of patients. The tasks performed for patients differ considerably, and depend on whether the patient is confined to bed following major surgery, is recovering after a disabling accident or illness, or needs assistance with daily activities because of infirmity caused by advanced age.

Places of Employment

About 970,000 persons worked as nursing aides, orderlies, and attendants in 1974; more than four-fifths were women. Most of them work in hospitals. Others work primarily in nursing homes and other institutions that provide facilities for care and recuperation. A small number give supportive services to patients in their homes.

Training, Other Qualifications, and Advancement

Although some employers prefer high school graduates, many, such as Veterans Administration hospitals, do not require a high school diploma. Many employers accept applicants 17 or 18 years of age. Others—particularly nursing homes and mental hospitals—prefer to hire more mature persons who are at least in their mid-twenties.

Nursing aides generally are trained after they are hired. Some institutions combine on-the-job training, under the close supervision of registered or licensed practical nurses, with classroom instruction. Students learn to take and record temperatures, bathe patients, change linens on beds that are occupied by patients, and move and lift patients. Training may last several days or a few months, depending on the policies of the hospital, the complexity of the duties, and the aide's aptitude for the work.

Courses in home nursing and first aid, offered by many public school systems and other community agencies, provide a useful background of knowledge for the work. Volunteer work and temporary summer jobs in hospitals and similar institutions also are helpful. Applicants should be healthy, tactful, patient, understanding, emotionally stable, and dependable. Nursing aides, as other health workers, should have a genuine desire to help people, be able to work as part of a team, and be willing to perform repetitive, routine tasks.

Opportunities for promotions are limited without further training. Some acquire specialized training to prepare for better paying positions such as hospital operating room technician.

To become licensed practical nurses, nursing aides must complete the year of specialized training required for licensing. Some in-service programs allow nursing aides to get this training while they continue to work part time.

Employment Outlook

Employment of nursing aides is expected to increase much faster than the average for all occupations through the mid-1980's. In addition to those needed because of occupational growth, many thousands of nursing aides will be needed each year to replace workers who die, retire, or leave the occupation for other reasons.

Most jobs for nursing aides and orderlies are in hospitals, but many new openings will be in nursing homes, convalescent homes, and other long-term care facilities. Major reasons for expected occupational growth are the increasing need for medical care of a growing population, including a larger proportion of elderly people; the increasing ability of people to pay for health care; and the growth of public and private health insurance. Employment opportunities also will arise as hospitals continue to delegate to nursing aides tasks which, although associated with patient care, do not require the training of registered and licensed practical nurses.

Earnings and Working Conditions

Nursing aides, orderlies, and attendants earned salaries that were below the average for all nonsupervisory workers on private payrolls, except farming. Nursing aides employed full time by nursing homes and related facilities earned considerably less than those in hospitals. Depending on the experience of the applicant, salaries of nursing aides in Veterans Administration hospitals ranged from $115 to $130 a week in late 1974.

With few exceptions, the scheduled workweek of attendants in hospitals is 40 hours or less. Because nursing care must be available to patients on a 24-hour-a-day basis, scheduled hours include nightwork and work on weekends and holidays.

Attendants in hospitals and similar institutions generally receive paid vacations which, after 1 year of service, may be a week or more in length. Paid holidays and sick leave, hospitalization and medical benefits, and pension plans also are available to many hospital employees.

Sources of Additional Information

Information about employment may be obtained from local hospitals. Additional information about the work of nursing aides, orderlies, and attendants is available from:

ANA Committee on Nursing Careers, American Nurses' Association, 2420 Pershing Rd., Kansas City, Mo. 64108.

Division of Careers and Recruitment, American Hospital Association, 840 N. Lake Shore Dr., Chicago, Ill. 60611.

DENTAL ASSISTANTS

(D.O.T. 079.378)

Nature of the Work

Dental assistants work with dentists as they examine and treat patients. The assistant makes the patients comfortable in the dental chair, prepares them for treatment, and obtains their dental records. The assistant hands the dentist the proper instruments and materials and keeps the patient's mouth clear by using suction or other devices. Dental assistants prepare materials for making impressions and restorations and expose X-rays and process dental X-ray film as directed by the dentist. They also provide oral health instruction and prepare instruments for sterilization.

Dental assistants perform a variety of duties that do not require the dentist's professional knowledge and skill. Some assistants make casts of the teeth and mouth from impressions taken by the dentist. These casts are used by dentists and technicians to make dentures. Some assistants apply medicine to the teeth and oral tissue, remove excess cement used in the filling process from surfaces of the teeth, and place rubber dams on the teeth to isolate them for individual treatment. Some dental assistants manage the office and arrange and confirm appointments, receive patients, keep treatment records, send bills, receive payments, and order dental supplies and materials.

The work of the dental assistant should not be confused with that of the dental hygienist who scales and cleans the teeth. (See statement on Dental Hygienists elsewhere in the *Handbook*.)

Places of Employment

Nearly 120,000 persons, practically all of them women, worked as dental assistants in 1974; about 1 out of 10 worked part time.

Most dental assistants work in private dental offices, either for individual dentists or for groups of dentists. Many of the remainder work in dental schools, hospital dental departments, State and local public health departments, or private clinics. The Federal Government employs dental assistants, chiefly in the Public Health Service, the Veterans Administration, and the Armed Forces.

Training, Other Qualifications, and Advancement

Most dental assistants learn their skills on the job. An increasing number, however, are trained in formal post-high school programs. About 260 such programs were accredited by the Council on Dental Education of the American Dental Association (ADA) in 1974. Some were supported by funds authorized under Federal legislation.

Most post-high school courses in dental assisting are given in junior and community colleges or in vocational or technical schools. More than three-fourths of these programs last 1 year and lead to a certificate or diploma. Graduates of 2-year programs offered in junior and community colleges earn an associate degree upon completion of specialized training and liberal arts courses. The minimum requirement for any of these programs is a high school diploma or its equivalent. Some schools also require typing or a science or business course. Although some private schools offer 4- to 6-month courses in dental assisting, these are not accredited by the dental profession.

High school students interested in careers as dental assistants are advised to take courses in biology, chemistry, health, typing, and office practice.

Approved dental assisting curriculums include classroom and laboratory instruction in skills and related theory and usually a general occupational orientation. Trainees get practical experience in affiliated dental schools, local clinics, or selected dental offices.

A correspondence course accredited by the American Dental Association is available for employed dental assistants who are learning on the job or who otherwise are unable to participate in regular dental assisting programs on a full-time basis. The correspondence program is equivalent to 1 academic year of study, but generally requires about 2 years to complete.

Graduates of accredited dental assistant programs who successfully complete an examination administered by the Certifying Board of the American Dental Assistants Association may become Certified Dental Assistants. Certification is acknowledgement of an assistant's qualifications but is not generally required for employment.

After working 1 or 2 years, dental assistants sometimes seek to add to their skills by becoming dental hygienists. Prospective dental assistants who foresee this possibility should plan carefully since credit earned in a dental assistant program usually is not applicable toward requirements for a dental hygiene certificate.

Employment Outlook

Employment opportunities for dental assistants are expected to be excellent through the mid-1980's, especially for graduates of academic programs in dental assisting. Part-time opportunities also will be very favorable.

Employment of dental assistants is expected to grow faster than the average for all occupations, largely because recent graduates of dental schools have been taught to use assistants in their practice. In addition, the increase in the demand for dental services which stems from population growth, a growing awareness of the importance of regular dental care, and the increasing ability of people to pay for care will contribute to the demand for dental assistants. For example, increased participation in dental prepayment plans and public programs such as Medicaid bring

dental services within the reach of many who could not afford them otherwise.

In addition to job openings created by growth in the demand for dental assistants, thousands of assistants also will be required each year to replace those who leave the field.

Earnings and Working Conditions

Salary depends largely on the assistant's education and experience, the duties and responsibilities attached to the particular job, and geographic location. Most dental assistants earned annual salaries between $5,200 and $7,800 in 1974, according to the limited data available.

In the Federal Government, experience and the amount and type of education determine entrance salaries. In late 1974, a high school graduate who had 6 months of general experience started at $6,764 a year; graduates of an ADA-approved 1-year training program who had an additional year of general experience could expect to start at $7,596 a year.

Although the 40-hour workweek prevails for dental assistants, the schedule is likely to include work on Saturday. A 2- or 3-week paid vacation is common. Some dentists provide sick leave and other benefits. Dental assistants who work for the Federal Government receive the same employee benefits as other Federal workers.

Dental assistants work in a well-lighted, clean environment. They must be careful in handling X-ray and other equipment.

Sources of Additional Information

Information about career opportunities, scholarships, accredited dental assistant programs, including the correspondence program, and requirements for certification is available from:

American Dental Assistants Association, 211 E. Chicago Ave., Chicago, Ill. 60611.

Other material on opportunities for dental assistants is available from:

Division of Dental Health, Public Health Service, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201.

DENTAL HYGIENISTS

(D.O.T. 078.368)

Nature of the Work

Dental hygienists are oral health clinicians and educators who aid the public in developing and maintaining good oral health. As members of the dental health team, dental hygienists may perform preventive and therapeutic services under the supervision of the dentist. Specific responsibilities of the hygienist vary, depending on the law of the State where the hygienist is employed, but may include: removing deposits and stains from patients' teeth; providing instructions for patient self-care, and dietetic and nutritional counseling; and the application of medicine for the prevention of tooth decay. They take medical and dental histories, expose and develop dental X-ray films, make model impressions for study, and prepare other diagnostic aids for use by the dentist. Pain control and restorative procedures also are handled often by dental hygienists.

Dental hygienists who work in school systems examine children's teeth, assist dentists in determining the dental treatment needed, and report their findings to parents. They also clean teeth and give instruction on correct mouth care. Some help to develop classroom or assembly programs on oral health. Dental hygienists employed by health agencies work in dental clinics. A few assist in research projects. Those having advanced training may teach in schools of dental hygiene.

Places of Employment

Nearly 23,000 persons, most of them women, worked as dental hygienists in 1974. Many work part time. Most work in private dental offices. Public health agencies, school systems, industrial plants, clinics, hospitals, dental hygiene schools, and the Federal Government are other sources of employment for dental hygienists. Some who are graduates of bachelor's degree programs are commissioned officers in the Armed Forces.

Training and Other Qualifications

Dental hygienists must be licensed. To get a license, a candidate must be a graduate of an accredited dental hygiene school, except in Alabama, and pass both a written and clinical examination. In 1974, candidates in 49 States and the District of Columbia could complete part of the State licensing requirements by passing a written examination given by the National Board of Dental Examiners.

In order to practice in a different State, a licensed dental hygienist must pass the State's examination. However, at least 19 States grant licenses, without further examination, to dental hygienists already licensed in certain other States.

In 1975, 163 schools of dental hygiene in the United States were accredited by the American Dental Association. Most programs grant a certificate or an associate degree; others lead to a bachelor's degree. Some institutions offer both types of programs. Twelve schools offer master's degree programs.

Completion of an associate degree program is sufficient for dental hygienists who want to practice in a private dental office. In order to do research, teach, and work in public or school health programs, a baccalaureate degree usually is required.

The minimum requirement for admission to a school of dental hygiene is graduation from high school. Several schools which offer the bachelor's degree admit students to the dental hygiene program only after they have completed 2 years of college. Many schools also

require that applicants take an aptitude test given by the American Dental Hygienists Association.

The curriculum in a dental hygiene program consists of courses in the basic sciences, dental sciences, and liberal arts. These schools offer laboratory work, clinical experience, and classroom instruction in subjects such as anatomy, chemistry, histology, periodontology, pharmacology, and nutrition.

People who want to become dental hygienists should be those who enjoy working with others. The ability to put patients at ease in an uncomfortable situation is helpful. Personal neatness and cleanliness, manual dexterity, and good health also are important qualities. Among the courses recommended for high school students interested in careers in this occupation are biology, health, chemistry, and speech.

Employment Outlook

Employment opportunities for dental hygienists are expected to be very good through the mid-1980's. Despite an anticipated rise in the number of graduates from schools of dental hygiene, the demand is expected to be greater than the number available for employment if current trends in enrollments continue. There also should be very good opportunities for those desiring part-time employment, and for those willing to work in rural areas.

Employment of dental hygienists is expected to grow much faster than the average for all occupations, because of an expanding population and the growing awareness of the importance of regular dental care. Increased participation in dental prepayment plans and more group practice among dentists will result in new jobs for dental hygienists. Dental care programs for children also may lead to more employment opportunities in this field.

Earnings and Working Conditions

Earnings of dental hygienists are affected by the type of employer, education and experience of the individual hygienist, and the geographic location. Dental hygienists who work in private dental offices usually are salaried employees, although some are paid a commission for work performed, or a combination of salary and commission.

Dental hygienists working full time earned average salaries of about $10,400 a year in 1974, according to the limited data available. This salary was slightly above the average for all nonsupervisory workers in private industry, except farming. In late 1974, the Federal Government paid dental hygienists with no experience starting salaries of $7,596 a year.

Dental hygienists employed full time in private offices usually worked between 35 and 40 hours a week. They may work on Saturdays or during evening hours. Some hygienists work for two dentists or more.

Dental hygienists usually work in clean, well-lighted offices. Important health protections for persons in this occupation are regular medical checkups and strict adherence to established procedures for using X-ray equipment and for disinfection.

Dental hygienists who work for school systems, health agencies, and the Federal or State governments have the same hours, vacation, sick leave, retirement, and health insurance benefits as other workers in these organizations.

Sources of Additional Information

For information about accredited programs and the educational requirements needed to enter this occupation, contact:

Office of Education, American Dental Hygienists Association, 211 E. Chicago Ave., Chicago, Ill. 60611.

Other material on opportunities for dental hygienists is available from:

Division of Dentistry, Public Health Service, U.S. Department of Health, Education, and Welfare, 9000 Rockville Pike, Bethesda, Md. 20014.

The State Board of Dental Examiners in each State, or the National Board of Dental Examiners, 211 E. Chicago Ave., Chicago, Ill. 60611, can supply information on licensing requirements.

DENTAL LABORATORY TECHNICIANS

(D.O.T. 712.381)

Nature of the Work

Dental technicians make dentures (artificial teeth), fabricate metal or porcelain crowns and inlays to restore teeth, construct bridges of metal and porcelain to replace missing teeth, and make other dental orthodontic appliances. All work is done following written instructions submitted by the dentist, using models and impressions made by the dentists of patients' teeth or mouths.

Trainees in beginning jobs usually mix and pour plaster into casts and molds and perform other simple tasks. As they gain experience, they do more difficult laboratory work. Some dental technicians do all kinds of laboratory work. Others are specialists who make crowns and bridges, arrange artificial teeth on dental appliances, process plastic materials, work with dental ceramics (porcelain), or make castings of gold or metal alloys. To perform their work, technicians use small hand instruments as well as special electric lathes and drills, high-heat furnaces, and other kinds of specialized laboratory equipment.

Places of Employment

About 32,000 persons worked as dental technicians in 1974; an estimated one-fifth were women. Most work in commercial laboratories, either as employees or as owners of the business. Commercial laboratories, which handle orders from dentists, usually employ fewer than

10 technicians. However, a few large laboratories employ over 200 technicians.

Almost 5,000 dental technicians work in dentists' offices. Others work for hospitals that provide dental services and for the Federal Government, chiefly in Veterans Administration hospitals and clinics and in the Armed Forces. Establishments that manufacture dental materials and equipment also employ dental technicians as technical or sales representatives.

Dental laboratories are located mainly in large cities and populous States.

Training, Other Qualifications, and Advancement

Although no minimum formal education is needed to enter this occupation, a high school diploma is an asset. Most dental technicians learn their craft on the job. This training usually lasts 4 or 5 years, depending on the trainee's previous experience, ability to master the techniques, and the number of specialized areas to be learned. A few public vocational high schools offer courses in dental laboratory work that may be taken in conjunction with on-the-job training.

In 1974, 2-year education programs accredited by the American Dental Association were offered in 38 schools. High school graduation or equivalent education is required to enter these programs. The first year of training includes formal classroom instruction in dental law and ethics, chemistry, ceramics, metallurgy, and other related subjects. During the second year, the student gets supervised practical experience in the school or dental laboratory. After completion of the 2-year training program, the trainee generally needs about 3 more years of practical experience to develop the skills needed in order to be recognized as a well-qualified dental technician.

Dental technicians may become Certified Dental Technicians after passing written and practical examinations given by the National Board for Certification, a trust established by the National Association of Dental Laboratories. Certification is becoming increasingly important as evidence of a technician's competence. Well-qualified technicians can advance to managers and supervisors.

Among the personal qualifications that employers look for in selecting trainees are a high degree of manual dexterity, good color perception, patience, and a liking for detailed work. High school students interested in careers in this occupation are advised to take courses in art, crafts, metal shop, blueprint reading, and sciences.

Employment Outlook

Job opportunities for well-qualified dental technicians are expected to be excellent through the mid-1980's. Some experienced technicians should be able to establish laboratories of their own. A technician whose work has become known to several dentists in a community will have the best prospects of building a successful business.

Employment of dental technicians is expected to grow faster than the average for all occupations due to expansion of dental prepayment plans and the increasing number of older people who require dentures. In addition, the number of dentists is not expected to keep pace with the demand for their services; to devote more time to treatment of patients, dentists will send more and more of their laboratory work to commercial firms, or hire dental technicians to work directly for them.

In addition to job opportunities created by growth, many openings for dental technicians will occur each year because of the need to replace technicians who transfer to other fields of work, retire, or die.

Earnings and Working Conditions

Dental technician trainees who worked in commercial laboratories earned an average of approximately $4,700 a year in 1974. Technicians with 5 years' experience or more in commercial laboratories generally earned between $10,500 and $14,300 a year, depending on their skill and experience. This was higher than the average earnings for all nonsupervisory workers in private industry, except farming. Technicians who specialized in ceramics received the highest salaries. Large dental laboratories employ supervisors or managers who usually earn more than technicians. In general, earnings of self-employed technicians are higher than those of salaried workers.

In the Federal Government, graduates of ADA-approved programs with no experience were paid starting salaries of $7,596 a year in late 1974. Experienced dental technicians employed in the Federal Government generally earned between $10,520 and $15,132 annually.

Salaried technicians usually work 40 hours a week but self-employed technicians frequently work longer hours. Many technicians in commercial laboratories receive paid holidays and vacations and some also receive paid sick leave, bonuses, and other fringe benefits. Technicians employed by the Federal Government have the same benefits as other Federal employees.

Sources of Additional Information

For information about training and a list of approved schools contact:

American Dental Association, Council on Dental Education, 211 E. Chicago Ave., Chicago, Ill. 60611.

Information on scholarships is available from dental technology schools or from:

The American Fund for Dental Education, 211 E. Chicago Ave., Chicago, Ill. 60611.

For information on career opportunities in commercial laboratories and requirements for certification, contact:

National Association of Dental Laboratories, 3801 Mt. Vernon Ave., Alexandria, Va. 22305.

MEDICAL TECHNOLOGIST, TECHNICIAN, AND ASSISTANT OCCUPATIONS

This section deals in detail with nine health occupations that are technical or clerical in nature. Many of these occupations were developed to relieve highly trained professionals of their less complicated and routine duties: *Medical assistants* in doctors' offices for example, assist with patient care as well as do clerical work. *Optometric assistants* give preliminary eye examinations and help patients do prescribed eye exercises.

The development of sophisticated diagnostic tools and techniques for treatment, brought about by advances in medical science and technology, also has created the need for workers such as *electrocardiograph technicians* who operate equipment that monitors a patient's heart action, and *electroencephalographic technicians* who operate equipment that monitors the electrical activity of a patient's brain.

Medical record technicians and clerks process the large numbers of medical records generated daily in hospitals and nursing homes.

ELECTROCARDIOGRAPH TECHNICIANS

(D.O.T. 078.368)

Nature of the Work

Electrocardiograms (EKG's) are graphic heartbeat tracings produced by an instrument called an electrocardiograph. These tracings record the electrical changes that occur during a heartbeat. Physicians use electrocardiograms to diagnose irregularities in heart action and to analyze changes in the condition of a patient's heart over a period of time. Some physicians order electrocardiograms as a routine diagnostic procedure for persons who have reached a specified age. Electrocardiograms are required as part of preemployment physical examinations for young people in many fields. In some cases, the tests also are used if surgery is to be performed.

At the request of a physician, electrocardigrams can be recorded in a doctor's office, in the EKG department of a hospital, or at the patient's bedside, since the equipment is mobile. The technician straps electrodes to specified parts of the patient's body, manipulates switches of the electrocardiograph, and moves electrodes across the patient's chest. The technician must know the anatomy of the chest and heart to properly select the exact locations for the chest electrodes, since the wrong selection yields an inaccurate diagnosis. The test may be given while the patient is at rest, or before and after mild exercise.

The electrocardiograph records the "picture" of the patient's heart action on a continuous roll of paper. The technician then clips and mounts this electrocardiogram for analysis by a physician, usually a heart specialist. Technicians must recognize and correct any technical errors in the machine. They also must call the doctor's attention to any significant deviation from the norm.

EKG technicians sometimes conduct other tests such as vectorcardiograms which are three-dimensional traces, and phonocardiograms, which record the sounds of the heart valves and blood passing through them. In addition, technicians usually schedule appointments, type doctors' diagnoses, maintain patients' EKG files, and care for equipment.

Places of Employment

About 11,000 people—mostly women—worked as electrocardiograph technicians in 1974. Most EKG technicians worked in cardiology departments of large hospitals. Others worked part time in small general hospitals where workloads are usually not great enough to demand full-time technicians. Some worked full or part time in clinics and doctors' offices.

Training, Other Qualifications, and Advancement

Generally, EKG technicians are trained on the job. Training—usually conducted by an EKG supervisor or a cardiologist—lasts from 3 to 6 months for the basic EKG tests and up to 1 year for the more complex ones. Vocational schools in several states and junior colleges give college credit for cardiology technology courses, and some colleges are planning to add cardiology technology to their curricula. Generally, the minimum educational requirement for the job is high school graduation. Among high school courses that are recommended for students interested in this field are health, biology, and typing. Familiarity with medical terminology is also helpful.

The military services and some manufacturers of electrocardiographs give training in operating these machines.

Persons who want to become EKG technicians should have mechanical aptitude, the ability to follow detailed instructions, presence of mind in emergencies, reliability, and patience.

Though opportunities for ad-

vancement generally are limited, large hospitals sometimes promote EKG technicians to supervisors. Advancement to junior cardiovascular technician also is possible.

Employment Outlook

The employment of EKG technicians is expected to grow faster than the average for all occupations because of increasing reliance on electrocardiograms to diagnose heart diseases and for physical examinations of older patients. Also contributing to the expected growth of this occupation is the increased demand for health services in general, as a result of greater health consciousness, new medical techniques and drugs, and extension of prepayment programs that make it easier for people to pay for health and medical care.

In addition to openings from growth, workers will be needed to replace technicians who die, retire, or leave the field for other reasons.

Earnings and Working Conditions

EKG technicians in hospitals and medical centers earned starting salaries of about $6,200 a year in 1974, according to a survey conducted by the University of Texas Medical Branch. Experienced EKG technicians, in some cases, earned as much as $11,500 a year.

Inexperienced EKG technicians with the Federal Government earned $5,996 a year in late 1974; a few experienced technicians earned as much as $11,047 a year.

EKG technicians in hospitals receive the same fringe benefits as other hospital personnel, including hospitalization, vacation, and sick leave benefits. Some institutions provide tuition assistance or free education courses, pension programs, and uniforms. Technicians generally work a 40-hour week, which may include Saturdays.

Sources of Additional Information

Local hospitals can supply information about employment opportunities. For additional information about the work of EKG technicians, contact:

American Hospital Association, 840 North Lake Shore Dr., Chicago, Ill. 60611.

Miss Ruth Jackson, President, American Cardiology Technologists Association, Scott and White Clinic, Temple, Tex. 76501.

ELECTRO-ENCEPHALOGRAPHIC TECHNICIANS

(D.O.T. 078.368)

Nature of the Work

Electroencephalographic (EEG) technicians fulfill an important function in the diagnosis of brain disease and infections through electroencephalography—an electronic system which records in graphic form the electrical activity of the brain.

Neurologists and other professionals use EEG's to help diagnose such disorders as epilepsy and tumors, and assess damage and recovery after head injuries and cerebral vascular strokes. Use of EEG's in pinpointing the time brain functions stop has also made them very important in vital organ transplant operations.

To carry out the procedure, the EEG technician attaches electrodes leading from the patient's head to the electroencephalograph. The complex machine detects and graphs (EEG's)the electrical activity of the patient's brain. Interpretation of the electroencephalograms is done by professional EEG personnel, electroencephalographers, neurologists, and neurosurgeons. However, the EEG technician must have some knowledge of medicine, anatomy, and physiology to select correct machine settings, ensure a certain level of consciousness, and apply additional electrodes and techniques to elicit abnormalities that are specific to certain disorders.

EEG technicians schedule appointments, record services performed, and make routine repairs to equipment.

Places of Employment

About 3,800 persons—mostly women—worked as electroencephalographic technicians in 1974. Although EEG technicians work primarily in the neurology departments of hospitals, many work in private offices of neurologists and neurosurgeons.

Training, Other Qualifications, and Advancement

Most EEG technicians working in 1974 were trained on the job by experienced EEG personnel. However, with advances in medical technology, electroencephalograph equipment becomes increasingly sophisticated and requires technicians with more training.

In recognition of the need for educational programs for EEG technicians, the Council on Medical Education of the American Medical Association, in collaboration with the American Electroencephalographic Society, the American Medical Electroencephalographic Association, and the American Society of Electroencephalographic Technologists, developed a set of standards for use in the establishment of educational programs for EEG technicians and technologists. These standards recommend that programs last from 1 to 2 years and include laboratory experience as well as classroom instruction in neurology, anatomy, neuroanatomy, physiology, neurophysiology, clinical and internal medicine, psychiatry, and electronics and instrumentation. Programs may be carried on in colleges, junior colleges, medical schools, hospitals, vocational or technical schools In 1973, these standards were adopted by the American Medical Association's house of delegates.

EEG technicians who have 1 year of training and a year of laboratory experience, and successfully complete a written and oral examination administered by the American Board of Registration of Electroencephalograph Technologists (ABRET), are designated "Registered EEG Technologist" (R.EEG.T.). Although not a

general requirement for employment, registration by ABRET is acknowledgment of a technician's qualifications, and makes better-paying jobs easier to obtain.

People who want to enter this field should have manual dexterity, good vision, an aptitude for working with electronic equipment, and the ability to work with patients as well as with other members of the hospital team. High school students considering a career in this occupation are advised to take courses in health, biology, and electronics.

Some EEG technicians in large hospitals advance to chief EEG technician or technologist and have increased responsibilities in laboratory management and in teaching basic techniques to new personnel. Chief EEG technicians are supervised by an electroencephalographer, or a neurologist or neurosurgeon.

Employment Outlook

The employment of EEG technicians is expected to grow faster than the average for all occupations due to the increased use of EEG's in surgery and in the diagnosing and monitoring of patients with brain disease. Contributing to the overall increase in health services and the need for EEG technicians and technologists are greater health consciousness and more prepaid health programs. Registered EEG Technologists will have the best employment opportunities.

In addition to openings from growth, many openings will arise when workers retire or leave the field for other reasons.

Earnings and Working Conditions

Starting salaries of EEG technicians employed by hospitals and medical centers averaged $6,700 a year in 1974, according to a survey by the University of Texas Medical Branch. Starting salaries for Registered EEG Technologists were $1,000 to $2,000 higher. Top salaries of experienced EEG technicians ranged as high as $12,700 a year. Highly qualified technicians may earn more as teachers in special training situations.

Inexperienced EEG trainees employed by the Federal Government received $5,996 a year in late 1974, but they could advance to as much as $11,047 a year.

EEG technicians in hospitals receive the same benefits as other hospital personnel, including hospitalization, vacation, and sick leave benefits. Some institutions may provide tuition assistance or free courses, pension programs, uniforms, and parking.

EEG technicians generally work a 40-hour week with little overtime, although some hospitals require a standby emergency service after hours, weekends, and holidays.

Sources of Additional Information

Local hospitals can supply information about employment opportunities. Additional information is available from:

American Hospital Association, 840 North Lake Shore Dr., Chicago, Ill. 60611.

For information on registration, contact:

Ms. Lee Berger, R. EEG T., Registrar of A.B.R.E.T., EEG Laboratory, University Hospital, 225 Dickenson St., San Diego, Calif. 92103.

MEDICAL ASSISTANTS

(D.O.T. 079.368)

Nature of the Work

Medical assistants help physicians examine and treat patients and perform the administrative tasks required to keep an office running smoothly.

In helping physicians examine patients, medical assistants may check weight, height, temperature, and blood pressure, and perform simple laboratory tests. In helping with treatment, they instruct patients about medication and self-treatment at home. Some may give injections, apply bandages, take electrocardiograms, and assist with X-rays. They also sterilize and clean instruments and perform routine tasks such as preparation of patients for examination, medical treatment, and minor office surgery.

Medical assistants also perform a variety of secretarial and administrative jobs. They keep patients' medical records, fill out medical and insurance forms, handle correspondence, schedule appointments, answer the telephone, and greet patients. Along with other office duties, they transcribe dictation and handle the bookkeeping and billing and collection.

Medical assistants also may arrange instruments and equipment in the examining room, check office and laboratory supplies, and maintain the waiting, consulting, and examination rooms in a neat and orderly condition.

Places of Employment

More than 220,000 people, most of them women, worked as medical assistants in 1974. Most worked in the offices of physicians in private practice. Others worked in hospitals and medical clinics.

Training, Other Qualifications, and Advancement

Most medical assistants receive their training on the job. However, a growing number are trained in programs offered in vocational institutes and junior colleges. Other medical assistants learn their skills in adult education courses provided by postsecondary schools.

Applicants for on-the-job or postsecondary school training usually need a high school education or the equivalent. High school courses in mathematics, health, biology, typing, bookkeeping, and office practices are helpful.

Most junior college programs last 2 years and lead to an associate degree; the others are 1-year programs or the equivalent, and graduates receive a diploma. Currently there are 88 programs approved by the Council on Medical Education of the American Medical Association (AMA). The curriculum in

these programs consists of courses in biology, anatomy and physiology, typing, transcription, accounting, and medical terminology. Students also receive supervised clinical experience and learn laboratory techniques, use of medical machines, administrative and clinical procedures, and office practices.

The American Association of Medical Assistants (AAMA) sponsors a certification program and its certifying board awards certificates to medical assistants who pass a comprehensive written examination, have at least a high school education or its equivalent, and 2 years of experience in the field. Certification is not a license and is not required for AAMA membership; however, physicians usually consider Certified Medical Assistants (CMA's) to be highly qualified assistants.

The American Medical Technologists register medical assistants who pass a written examination and have completed a 9- to 12-month course from an accredited school. Currently over 60 schools are accredited by the Accrediting Bureau of Medical Laboratory Schools. The Registered Medical Assistant (RMA) is recognized as competent in the field.

Persons who want to become medical assistants should get along well with people. They also should be thorough, accurate, dependable, and conscientious.

Not every 4-year college will accept all junior college credits. Therefore, students who plan to continue their education should attend a junior college whose credits are accepted by the 4-year college they hope to attend.

Employment Outlook

Employment opportunities for medical assistants, particularly for graduates of accredited junior college programs, are expected to be excellent through the mid-1980's.

Employment of medical assistants is expected to grow faster than the average for all occupations because of the projected rapid increase in the number of physicians in patient care. The growing complexity of medical services, combined with the increasing volume of paper work, also will contribute to the demand for medical assistants.

The need for more medical assistants also is related to the demand for medical care services in general. Generating this demand is a growing population with an increasing proportion of older people who require more medical attention, and expansion in coverage under prepaid insurance programs, including Medicare and Medicaid, that enable more people to afford hospital and medical care.

In addition to openings resulting from growth of the occupation, many jobs will become available each year because of the need to replace workers who die, retire, or leave the occupation for other reasons.

Earnings and Working Conditions

In 1974, weekly salaries generally ranged from $100 to $140 for inexperienced medical assistants, and from $140 to $180 for experienced assistants, according to the limited information available. The salaries of beginners depend on their training and other qualifications. Workers with post-high school training generally receive higher starting salaries than those without any training.

Medical assistants usually work a 40-hour week. Their hours, however, may be irregular. They may work evenings and on Saturdays for equivalent time off during weekdays.

Sources of Additional Information

General information on a career as a medical assistant and on the certification program is available from:

American Association of Medical Assistants, One East Wacker Dr., Suite 1510, Chicago, Ill. 60601.

A list of accredited private schools and information on the registration program are available from:

American Medical Technologists, 710 Higgins Rd., Park Ridge, Ill. 60068.

For information on training programs for medical assistants, contact:

American Medical Association Council on Medical Education, 535 North Dearborn St., Chicago, Ill. 60610.

MEDICAL LABORATORY WORKERS

(D.O.T. 078.128, .168, .281, and .381)

Nature of the Work

Laboratory tests play an important part in the detection, diagnosis, and treatment of many diseases. Medical laboratory workers, often called clinical laboratory workers, include three levels: medical technologists, technicians, and assistants. They perform tests under the direction of pathologists (physicians who diagnose the causes and nature of disease) and other physicians, or scientists who specialize in clinical chemistry, microbiology, or the other biological sciences. Medical laboratory workers analyze the blood, tissues, and fluids in the human body by using precision instruments such as microscopes and automatic analyzers.

Medical technologists, who require 4 years of postsecondary training, perform complicated chemical, microscopic, and bacteriological tests. These tests may include chemical tests to determine, for example, the blood cholesterol level, or microscopic examination of the blood to detect the presence of diseases such as leukemia. Technologists microscopically examine other body fluids; make cultures of body fluid or tissue samples to determine the presence of bacteria, parasites, or other micro-organisms; and analyze the samples for chemical content or reaction. They also may type and cross-match blood samples.

Technologists in small laboratories often perform many types of tests. Those in large laboratories usually specialize in areas such as microbiology, parasitology, biochemistry, blood banking, he-

matology (the study of blood cells), and nuclear medical technology (the use of radioactive isotopes to help detect diseases).

Most medical technologists conduct tests related to the examination and treatment of patients and may be called on to display independent judgment. Some do research, develop laboratory techniques, teach, or perform administrative duties.

Medical laboratory technicians, who generally require 2 years of postsecondary training, perform a wide range of tests and laboratory procedures that require a high level of skill but not the technical knowledge of the highly trained technologists. Like technologists, they may work in several areas or specialize in one field.

Medical laboratory assistants, who generally have a year or less of formal training, assist medical technologists and technicians in routine tests and related work that can be learned in a relatively short time. In large laboratories, they may concentrate in one area of work. For example, they may identify slides with abnormal blood cells. In addition to performing routine tests, assistants may store and label plasma; clean and sterilize laboratory equipment, glassware, and instruments; prepare solutions following standard laboratory formulas and procedures; keep records of tests; and identify specimens.

Places of Employment

About 175,000 people worked as medical laboratory workers in 1974. About 80 percent of all medical laboratory workers were women; however, the number of men in the field has been increasing in recent years.

Most medical laboratory personnel work in hospitals. Others work in independent laboratories, physicians' offices, clinics, public health agencies, pharmaceutical firms, and research institutions. These places are concentrated in larger cities and populous States.

In 1974, Veterans Administration hospitals and laboratories employed about 1,900 medical technologists and about 1,900 medical laboratory technicians and assistants. Others worked for the Armed Forces and the U.S. Public Health Service.

Training, Other Qualifications, and Advancement

The minimum educational requirement for a beginning job as a medical technologist usually is 4 years of college training including completion of a specialized training program in medical technology.

Undergraduate work includes courses in chemistry, biological science, and mathematics. These studies give the technologist a broad understanding of the scientific principles underlying laboratory work. Specialized training usually requires 12 months of study and includes extensive laboratory work. In 1974, about 730 hospitals and schools offered programs approved by the American Medical Association. These programs were affiliated with colleges and universities; a bachelor's degree is usually awarded upon completion. A few schools require a bachelor's degree for entry into the program.

Many universities also offer advanced degrees in medical technology and related subjects for technologists who plan to specialize in laboratory work or in teaching, administration, or research.

Medical laboratory technicians employed in 1974 got their training in a variety of educational settings. Many attended junior or 4-year colleges and universities for 1 year or more. Others were trained in the Armed Forces. Some technicians received training in private and nonprofit vocational and technical schools.

Most medical laboratory assistants employed in 1974 were trained on the job. In recent years, however, an increasing number have studied in 1-year training programs conducted by hospitals, junior colleges in cooperation with hospitals, or vocational schools. Hospitals offer the greatest number of training programs. Applicants to these programs should be high school graduates with courses in science and mathematics. The programs include classroom instruction and practical training in the laboratory. They often begin with a general orientation to the clinical laboratory followed by courses in bacteriology, serology, parasitology, hematology, clinical chemistry, blood banking, and urinalysis.

Certification or registration is considered important in this field because it indicates that the persons certified have met educational standards recognized by the certifying body. After the successful completion of the appropriate examinations, medical technologists may be certified as Medical Technologists, MT (ASCP), by the Board of Registry of the American Society of Clinical Pathologists; Medical Technologists, MT, by the American Medical Technologists; or Registered Medical Technologists, RMT, by the International Society of Clinical Laboratory Technology. These organizations also certify technician-level workers. Laboratory assistants are certified by the American Society of Clinical Pathologists.

Medical technologists and technicians must be licensed in Alabama, California, Florida, Georgia, Hawaii, Illinois, Nevada, Pennsylvania, Tennessee, New York City, and Puerto Rico. Requirements for licensure include a written examination in some States.

Accuracy, dependability, and the ability to work under pressure are important personal characteristics for a medical laboratory worker. Manual dexterity and normal color vision are highly desirable.

Persons interested in medical laboratory careers should use considerable care in selecting a training program. They should get information about the kinds of jobs obtained by graduates, educational costs, the accreditation of the

school, the length of time the training program has been in operation, instructional facilities, and faculty qualifications.

Technologists may advance to supervisory positions in certain areas of laboratory work, or, after several years' experience, to chief medical technologist in a large hospital. Graduate education in one of the biological sciences or chemistry usually speeds advancement. Technicians can advance to technologists by getting additional education and experience.

Employment Outlook

Employment of medical laboratory workers is expected to expand faster than the average for all occupations through the mid-1980's, as physicians make wider use of laboratory tests in routine physical checkups and in the diagnosis and treatment of disease. Indirectly influencing growth in the field are population growth, greater health consciousness, and expansion of prepayment programs for medical care that make it easier for people to pay for services.

The use of automated laboratory test equipment is expected to lead to an increase in the number of medical laboratory technicians and assistants relative to technologists. Through technological advances, technicians and assistants can operate equipment to perform tests which previously required the skill of a technologist.

Technologists will be needed to fill supervisory positions in all laboratories. Also, some will be needed in laboratories where they are required by State licensing authorities or third party health insurance regulations, and in laboratories not using the new automated equipment.

Despite an anticipated strong demand for medical laboratory workers through the mid-1980's, the number seeking to enter the field is expected to exceed the number of openings from growth and replacement needs. Consequently, jobseekers in this field may face competition for positions of their choice.

Earnings and Working Conditions

Salaries of medical laboratory workers vary by employer and geographic location. In general, medical laboratory workers employed on the west coast and in large cities received the highest salaries.

Starting salaries for medical technologists in hospitals and medical centers averaged about $9,200 in 1974, according to a survey conducted by the University of Texas Medical Branch. Beginning salaries for laboratory assistants averaged about $6,900. Technicians earn salaries that range between those paid technologists and assistants.

The Federal Government paid newly graduated medical technologists with bachelor's degrees starting salaries of $8,500 a year in late 1974. Those having experience, superior academic achievement, or a year of graduate study entered at $10,520. The Federal Government paid medical laboratory assistants and technicians starting salaries ranging from $5,294 to $8,500 a year in late 1974, depending on the amount and type of education and experience. Medical technologists in the Federal Government averaged $13,300 a year and medical technicians, $11,400 a year, in late 1974.

Medical laboratory personnel generally work a 40-hour week. In hospitals, they can expect some night and weekend duty. Hospitals normally provide vacation and sick leave benefits; some have retirement plans.

Laboratories generally are well-lighted and clean. Although unpleasant odors and specimens of many kinds of diseased tissue often are present, few hazards exist if proper methods of sterilization and handling of specimens, materials, and equipment are used.

Sources of Additional Information

Information about education and training for medical technologists, technicians, and laboratory assistants meeting standards recognized by the American Medical Association, the U.S. Office of Education, or both, as well as career information on these fields of work, is available from:

American Society of Clinical Pathologists, Board of Registry, 2100 W. Harrison St., Chicago, Ill. 60612.

American Society for Medical Technology, 5555 W. Loop South, Bellaire, Tex. 77401.

American Medical Technologists, 710 Higgins Rd., Park Ridge, Ill. 60068.

Accrediting Bureau of Medical Laboratory Schools, Oak Manor Office, 3038 W. Lexington Ave., Elkhart, Indiana 46514.

For information about other technician training programs, contact:

International Society for Clinical Laboratory Technology, 805 Ambassador Building, 411 N. Seventh St., St. Louis, Mo. 63101.

Information about employment opportunities in Veterans Administration hospitals is available from the Office of Personnel (O54E), Veterans Administration, Washington, D.C. 20420.

Information about clinical and research employment opportunities with the National Institutes of Health is available from the Clinical Center, National Institutes of Health, Bethesda, Maryland 20014.

MEDICAL RECORD TECHNICIANS AND CLERKS

(D.O.T. 249.388)

Nature of the Work

A medical record is a permanent report on a patient's condition and course of treatment in a hospital, clinic, or other health care institution. Doctors, hospital administrators, public health authorities, and insurance companies rely on these records which are kept by important members of the health care staff known as medical record technicians and clerks.

Medical record technicians and clerks perform the essential functions to maintain the medical information system including transcription of medical data, analysis and

coding of information, filing, compiling of statistics and abstracting records.

The system used in hospitals to gather, preserve, and maintain the information for the medical records requires the teamwork of many medical record technicians and clerks. In large hospitals, record-keeping activities are supervised and coordinated by a medical record administrator, but in smaller hospitals, experienced medical record technicians often administer the department. In most nursing homes, a medical record clerk, working under the supervision of a medical record consultant who is a Registered Record Administrator (RRA) or an Accredited Record Technician (ART), is responsible for the medical records.

Medical record clerks perform routine clerical tasks that require a minimum of specialized knowledge. They assemble the information for the records in sequence; check to see that all necessary forms, signatures, and dates are present; and locate any previous medical records that may be on file for the patient. They translate selected information such as sex, age, and referral source into a code and enter it on the records. Medical record clerks answer routine staff requests for information about patients and gather statistics for reports to various groups such as State health departments. Some medical record clerks transcribe reports of operations, X-ray and laboratory examinations, and special treatments given to patients.

Medical record clerks follow the explicit instructions and guidelines of their supervisors. Person-to-person contacts in hospitals are limited to providing readily available, nontechnical information to the hospital staff. However, in small nursing homes where the medical record clerk works as the only medical record personnel, there is much personal contact with the patients as well as with fellow staff members.

Beginning medical record technicians perform duties that may be similar to those of clerks but which require more technical knowledge. The technician codes the diseases, operations, and special therapies according to recognized classification systems and enters the codes on the medical record. This coding makes it easier to refer to the record when there is a need to review the patient's case or to collect data for other purposes. Analyzing records and cross-indexing medical information make up a large part of the technician's work. Technicians do the important job of reviewing records for completeness, accuracy, and compliance with requirements, referring incomplete records to the person who compiled them. They review records for internal consistency and point out to their supervisors any apparent errors.

Technicians obtain information from records in answer to legal and insurance company inquiries when authorized to do so by hospital administrators, and gather statistics and prepare periodic reports for hospitals on types of diseases treated, types of surgery performed, and utilization of hospital beds. They also prepare records for microfilming, supervise medical record clerks, assist the medical staff by preparing special studies and tabulating data from records for research, and take records to court.

Places of Employment

In 1974, there were about 10,500 medical record technicians and 43,000 clerks. Although most work in hospitals, a growing number are finding jobs in clinics, nursing homes, community health centers, and health maintenance organizations. Some medical record technicians are consultants to several small health facilities. Some insurance companies employ experienced medical record personnel to collect information from patients' records to determine liability for payment. Public health departments hire medical record technicians to supervise data collection from health care institutions, and to assist in research to improve health care. Manufacturers of medical record systems, services, and equipment also employ medical record personnel to help develop and market their products.

Most medical record technicians and clerks are women. However, a growing number of men are entering the field.

Training, Other Qualifications, and Advancement

Most employers prefer to fill technician positions with graduates from one of the college or hospital programs which have been accredited by the American Medical Association (AMA) and the American Medical Record Association (AMRA). These range in length from 10-month certificate programs to 2-year associate degree programs. In 1974, there were approximately 60 such programs available. Required courses included biological sciences, medical terminology, medical record science, business management, and secretarial skills. Persons with this training who also have passed the Accredited Record Technician (ART) examination can enter the medical record field as technicians, and can often look forward to promotion to supervisory positions.

High school graduates who have basic secretarial skills can enter the medical record field as beginning clerks. About 1 month of on-the-job training will prepare them for routine tasks that do not require much specialized skill. More training may be necessary for specialized clerical positions such as medical transcriptionists. Although they are not required, high school courses in science, health, typing, mathematics, and office practice are helpful. Medical record personnel must be accurate and pay attention to detail.

The American Medical Record Association offers a correspondence course in medical transcription that can be taken either as a home study program or as in-service training. The certificate given upon the successful completion of the course is helpful in applying for a job as a medical record clerk. Medical terms and references learned provide a good foundation

for advancement.

Medical record clerks who have had several years of experience may advance to the technician level through an approved education program, especially in areas where there is a shortage of trained medical record technicians. In addition, another AMRA correspondence course is available for medical record clerks to prepare for the examination for accreditation as medical record technicians. Passing this examination and earning the title of ART often leads to promotion to higher paying and more responsible positions in medical records. In 1974, there were 7,250 ART's.

Employment Outlook

Employment of medical record technicians and clerks is expected to grow much faster than the average for all occupations through the mid-1980's. This employment growth will stem from a continued increase in the use of health insurance, and Medicare and Medicaid, which will result in a need for more complete medical records. New jobs also will be created as nursing homes, clinics, and new types of medical facilities such as health maintenance organizations increasingly employ medical record personnel.

The duties performed by medical record clerks make up most of the work in a medical record department. Thus, the anticipated expansion in medical facilities and recordkeeping offers a very good employment outlook for clerks. However, opportunities for advancement to the technician position without formal courses will greatly decrease.

The outlook for technicians with a 2-year course will be favorable through the mid-1980's. It is expected that medical record technicians will be required to have this specialized training in the future as more attention is given to innovative ideas in medical records as a means of improving medical efficiency and service. As a result, technicians who have not received formal training may experience strong competition for positions from medical record technicians who have an associate degree.

Earning and Working Conditions

Earnings of medical record clerks and technicians vary greatly according to locality. Beginning medical record clerks earned an average of $6,500 annually in nongovernment hospitals in 1974. Earnings ranged from $5,000 in small hospitals in the South to $10,000 in New York City, according to limited data. In general, salaries are highest in the big cities and lowest in rural areas. Salaries usually are higher in larger hospitals.

Salaries of medical record technicians follow a similar geographic pattern. Limited data indicate that in 1974, the median annual salary for ART's was $10,000. Experienced technicians who were directors of hospital medical record departments averaged $10,500. Some earned over $12,000 a year.

In Federal hospitals, medical record clerks earned a beginning annual salary of $6,764 in late 1974. Annual salaries of medical record technicians ranged from $6,764 to $13,679. Outstanding medical record technicians may work up to higher supervisory positions with corresponding pay increases, although most of these positions are filled by Registered Record Administrators.

Like most hospital employees, medical record personnel work a 36-to-40-hour week, receive paid holidays and vacations, health and insurance benefits, and can participate in retirement plans. Although most of the positions are full time, some part-time jobs are available.

Sources of Additional Information

A list of approved schools for medical record technicians, facts about the correspondence courses for medical transcription and medical record personnel, and additional details on the work performed by medical record technicians are available from:

American Medical Record Association, John Hancock Center, Suite 1850, 875 North Michigan Ave., Chicago, Ill. 60611.

OPERATING ROOM TECHNICIANS

(D.O.T. 079.378)

Nature of the Work

Operating room technicians, occasionally called surgical technicians, assist surgeons and anesthesiologists before, during, and after surgery.

They help set up the operating room with the instruments, equipment, sterile linens, and fluids such as glucose that may be needed during an operation. Operating room technicians also prepare patients for surgery by washing, shaving, and disinfecting the parts of the body where the surgeon will operate. They may transport patients to the operating room and help drape and position them on the operating table.

During surgery, they pass instruments and other sterile supplies to the surgical team. They hold retractors, cut sutures, and help nurses count the sponges, needles, and instruments used during the operation. Operating room technicians help prepare, care for, and dispose of specimens taken for testing during the operation and help apply dressings. They may operate sterilizers, lights, suction machines, and diagnostic equipment.

After the operation, operating room technicians help transfer patients to the recovery room and assist nurses in cleaning and stocking the operating room for the next operation.

Places of Employment

About 28,000 people, over one-half of them women, worked as operating room technicians in 1974. They worked in hospitals or other institutions that have operating room, delivery room, and emergency room facilities. Many are members of the Armed Forces.

Training and Other Qualifications

Some operating room technicians are trained on the job. A high school education or the equivalent is generally required for entry into training and employment. On-the-job training programs in many hospitals include classroom instruction. The length of these programs varies from 6 weeks to 1 year, depending on the trainee's qualifications and the objectives of the training given. Some hospitals prefer applicants who have worked as nursing aides or practical nurses.

Some operating room technicians are trained in vocational and technical schools and community and junior colleges. Others obtain their training in the Armed Forces. Most of these training programs last from 9 months to 1 year; some junior college programs last 2 years and lead to an associate degree.

Students in junior colleges and vocational schools get classroom training as well as supervised clinical experience. Required courses include anatomy, physiology, and microbiology. Courses teaching practical applications include the care and safety of patients during surgery, use of anesthesia and its hazards, and nursing procedures. They also learn how to sterilize instruments, prevent and control infection, and handle special drugs, solutions, supplies, and equipment. The same types of courses are taught in hospital-based programs.

The Association of Operating Room Technicians awards a certificate to operating room technicians who pass their comprehensive examination. A Certified Operating Room Technician (CORT) is recognized as competent in the field and is generally paid a higher salary.

Manual dexterity is a necessity for operating room technicians since they must handle various instruments quickly. They must be orderly and emotionally stable. High school students interested in careers in this occupation are advised to take courses in health and biology.

Employment Outlook

Employment opportunities for operating room technicians are expected to be good through the mid-1980's. Graduates of 2-year community and junior college programs should be especially in demand.

Employment in this field is expected to grow faster than the average for all occupations as operating room technicians increasingly assume more of the routine nursing tasks in the operating room. The same factors that contribute to the demand for health workers in general apply to operating room technicians—population growth and the increased ability of people to pay for medical care due to expansion in coverage under prepayment insurance programs.

In addition to job openings resulting from growth of the occupation, many new operating room technicians will be needed to replace workers who die, retire, or leave the field for other reasons.

Earnings and Working Conditions

The average starting salary for operating room technicians was about $6,500 a year in 1974, according to a national survey conducted by the University of Texas Medical Branch. Experienced technicians earned average salaries of approximately $8,100 annually. In late 1974, the Federal Government paid operating room technicians starting salaries of $7,596 a year. Most experienced operating room technicians employed by the Federal Government received annual salaries of $9,473.

Graduates of community and junior colleges often earn higher salaries than workers without formal training. Salaries, reflecting variations in the cost of living, also vary widely by geographic location, with those on the East and West Coasts generally higher. Usually, operating room technicians earn about as much as the average for all nonsupervisory workers in private industry, except farming.

Operating room technicians usually work a 5-day, 40-hour week. However, they may be required to work "on call" shifts (staying available to work on short notice).

Sources of Additional Information

Additional information on a career as an operating room technician and on training programs for the occupation is available from:

Association of Operating Room Technicians, Inc., 1100 West Littleton Blvd., Suite 201, Littleton, Colo. 80120.

OPTOMETRIC ASSISTANTS

Nature of the Work

Optometric assistants perform a wide variety of tasks, allowing optometrists to devote more time to their professional duties. They keep patients' records, schedule appointments, and handle bookkeeping, correspondence, and filing. They prepare patients for eye examinations and help optometrists test for near and distant eyesight, color blindness, and tension of or pressure on the eyeball. Optometric assistants measure patients for correct and comfortable fit of glasses. They suggest size and shape of eyeglass frames to compliment the patient's facial features, and adjust finished eyeglasses by heating, shaping, and bending the plastic or metal frames. They also assist the optometrist in fitting contact lenses and in giving instructions on the use and care of the lenses.

Optometric assistants help patients with exercises for eye coordination to overcome focusing defects in the laboratory. They modify conventional glasses or contact lenses to assure proper fit, insert lenses in frames, repair frames, keep an inventory of optometric materials and clean and care for the instruments.

In a large optometric complex, assistants may specialize in visual training, chairside assistance, or office administration. In a smaller practice, they may perform all these duties.

Places of Employment

About 11,500 persons, most of them women, worked as optometric assistants in 1974. Most worked for optometrists in private practice. Others worked for health clinics, optical instrument manufacturers, or government agencies. Some served as assistants to optometrists in the Armed Forces.

Training, Other Qualifications, and Advancement

Most optometric assistants are trained on the job in their employers' offices. Training also can be acquired in 1-year academic courses; nine schools offered this type of training in 1974. More detailed training in the technical aspects of optometry was available in 17 schools that offered 2-year courses leading to an associate degree.

High school graduation or its equivalent, including courses in mathematics and office procedures, is preferred for on-the-job training or admission to a formal training program. All of the formal programs offer specialized courses such as the anatomy and physiology of the human eye, orthoptics (correction of defective vision), and contact lens theory and practice. Programs also include courses in secretarial and office procedures. Lectures and laboratory work are supplemented by actual experience in optometric clinics and practices.

Although there are relatively few programs for training optometric assistants, a recent study indicated that over 4 optometrists out of 5 feel that a 1- or 2-year course, followed by some on-the-job instruction, is the best preparation. This training will become more important in gaining initial employment and advancement as more programs become available.

Manual dexterity, accuracy, and the ability to distinguish shades of color are requirements for persons planning to become optometric assistants. Because of the person-to-person work relationship between optometric assistants and patients, a neat appearance, courtesy, and tact are important qualifications.

Employment Outlook

The employment of optometric assistants is expected to grow much faster than the average for all occupations through the mid-1980's. Employment opportunities for optometric assistants who have completed one of the formal training programs should be excellent. On-the-job training, however, probably will continue to be the means by which most persons enter the occupation. The availability of many positions which require fewer than 8 hours of work a day offers opportunities for continued employment while caring for a family.

Factors underlying the expected growth of the occupation are the increase in population and greater demand for eye care services. As the number of patients served by optometrists increase, more trained assistants will be needed.

Earnings and Working Conditions

Earnings of optometric assistants vary by geographical region, academic and technical qualifications, and the size and type of practice of the optometrists employing them. In 1974, beginning salaries ranged from $100 a week for optometric assistants having no training or experience to $160 a week for experienced and highly trained assistants, according to limited information available.

Most optometric assistants work between 30 and 40 hours a week, but about 1 out of 10 works shorter hours. Occasionally they may work a few hours on Saturday. The work is not strenuous and physical surroundings are usually pleasant.

Sources of Additional Information

Further information on a career as an optometric assistant and a list of training programs are available from:

American Optometric Association, 7000 Chippewa St., St. Louis, Mo. 63119.

RADIOLOGIC (X-RAY) TECHNOLOGISTS

(D.O.T. 078.168 and .368)

Nature of the Work

Medical X-rays play a major role in the diagnostic and therapeutic fields of medicine. Radiologic technologists, also called medical X-ray technologists, operate X-ray equipment. They are usually supervised by radiologists (physicians who specialize in the use of X-rays).

Most radiologic technologists use X-ray equipment to take pictures of internal parts of the patient's body. They may prepare chemical mixtures, such as barium salts, which the patients swallow to make specific organs appear clearly in X-ray examinations (recorded in radiographs). Technologists use radiation protection devices and techniques to safeguard themselves, as well as patients, against possible radiation hazards. After determining the correct voltage, current, and exposure time, technologists position the patient and make the required number of radiographs to be developed for interpretation by the physician. Technologists may use mobile X-ray equipment at a patient's bedside and in surgery. They also usually keep treatment records.

Some radiologic technologists do radiation therapy work. They help physicians treat patients with diseases, such as certain types of cancer, by administering prescribed doses of X-ray or other forms of radiation to the affected areas of the body. They also may assist radiologists in measuring and handling radium and other radioactive materials.

Other technologists work in the field of nuclear medicine in which radioactive isotopes are used to diagnose and treat diseases. They help the physician prepare and administer the prescribed radioisotope and operate special equipment for tracing and measuring radioactivity.

Places of Employment

About 82,000 persons—about two-thirds of them women—worked as radiologic technologists in 1974.

Hospitals employ about three-fourths of all radiologic technologists; most of the remainder work in medical laboratories, physicians' and dentists' offices or clinics, Federal and State health agencies, and public school systems.

Training, Other Qualifications, and Advancement

The requirement for entry into this field is the completion of a formal training program in X-ray technology. In 1974, about 1,200 programs in X-ray technology offered in hospitals, medical schools affiliated with hospitals, colleges, and community colleges were approved by the American Medical Association (AMA).

Training also may be obtained in the military service, or through courses in X-ray technology offered by vocational or technical schools. Programs vary in length from 24 months to 3 or 4 years. In addition, about 42 schools award a bachelor's degree in radiologic technology. While employers generally pay graduates of bachelor's degree programs the same starting salaries as those of 2- and 3-year programs, there is more potential for promotion for these holding the baccalaureate degree. It is advantageous for those planning to be teachers or administrators in this field to pursue the bachelor's and master's degrees as preparation.

All schools accept only high school graduates. Courses in mathematics, physics, chemistry, biology, and typing are helpful.

X-ray technology programs include courses in anatomy, physiology, nursing procedures, physics, radiation protection, darkroom chemistry, principles of radiographic exposure, X-ray therapy, radiographic positioning, medical ethics, department administration, and the operation and maintenance of equipment.

Registration with the American Registry of Radiologic Technologists is an asset in obtaining highly skilled and specialized positions. Registration requirements include graduation from an approved school of medical X-ray technology and the satisfactory completion of a written examination. After registration, the title "Registered Technologist (ARRT)" may be used. Once registered, technologists may be certified in radiation therapy or nuclear medicine by completing an additional year of combined classroom study and work experience.

Good health and stamina are important qualifications for this field.

As openings occur, some technologists in large X-ray departments may qualify as instructors in X-ray techniques or advance to chief X-ray technologists.

Employment Outlook

Employment in the field of radiologic technology is expected to expand faster than the average for all occupations through the mid-1980's as X-ray equipment is increasingly used to diagnose and treat diseases. The demand for radiologic technologists also will increase as prepaid medical programs extend medical care to wider segments of the population. Part-time workers will find the best opportunities in physicians' offices and clinics where full-time radiologic services usually are not required.

Although the demand for radiologic technologists should continue to be strong, the number of graduates of AMA-approved programs in this field also is expected to grow rapidly during the period. If present enrollment patterns continue, the number seeking to enter the occupation is likely to exceed the number of openings from growth and replacement needs. As a result, graduates may face competition for positions of their choice.

Earnings and Working Conditions

Starting salaries of radiologic technologists employed in hospitals and medical centers averaged about $7,800 a year in 1974, according to a national survey conducted by the University of Texas Medical Branch. Experienced radiologic technologists averaged $9,600 a year, or slightly more than the average for all nonsupervisory workers in private industry, except farming.

The Federal Government paid new graduates of AMA-approved schools of X-ray technology starting salaries of $7,596 a year in late 1974.

Full-time technologists generally work 8 hours a day and 40 hours a week but may be "on call" for some weekend or night emergency duty. Sick leave, vacations, insurance, and other benefits are comparable to those covering other workers in the same organization.

There are potential radiation hazards in this field; however, these hazards have been greatly reduced by the use of safety devices such as instruments that measure radiation exposure, lead aprons, gloves, and other shieldings.

Sources of Additional Information

For additional information about programs and careers in radiologic technology, write:

The American Society of Radiologic Technologists, 500 North Michigan Ave., Suite 836, Chicago, Ill. 60611.

The American Registry of Radiologic Technologists, 2600 Wayzata Blvd., Minneapolis, Minn. 55405.

RESPIRATORY THERAPY WORKERS

(D.O.T. 079.368)

Nature of the Work

Respiratory therapy workers, sometimes called inhalation therapy workers, treat patients with cardiorespiratory problems. This treatment may range from giving temporary relief to patients with chronic asthma or emphysema to giving emergency care in cases of heart failure, stroke, drowning, and shock. Respiratory therapy workers

also are among the first medical specialists called for emergency treatment of acute respiratory conditions arising from head injury or drug poisoning. Since a patient can safely cease to breathe for only a short span of time, the therapy worker has a highly responsible role. If breathing has stopped for longer than 3 to 5 minutes, there is little chance that the patient can recover without brain damage, and if oxygen is unavailable for more than 9 minutes, death results.

Respiratory therapy workers follow doctors' orders and use special equipment such as respirators and positive-pressure breathing machines to administer gas therapy, aerosol therapy, and other treatments involving respiration. They also show patients and their families how to use the equipment at home. Other duties include keeping records of the cost of materials and charges to patients, and maintaining and making minor repairs to equipment.

There are three levels of workers within the field of respiratory therapy: therapists, technicians, and assistants. Therapists and technicians perform essentially the same duties. However, the therapist is expected to have a higher level of expertise and may be expected to assume some teaching and supervisory duties. Respiratory therapy assistants have little contact with patients and spend most of their time taking care of the equipment. Many are new to the job and are training to advance to the technician or therapist level.

Places of Employment

About 3[illegible],000 persons worked as respiratory therapists, technicians, or assistants in 1974—about one-half were women.

Most work in hospitals, in respiratory therapy, anesthesiology, or pulmonary medicine departments. Others work for oxygen equipment rental companies, ambulance services, nursing homes, and universities.

Training, Other Qualifications, and Advancement

Respiratory apparatus has become increasingly complex in recent years and, although a few respiratory therapy workers are trained on the job, formal training is now stressed as the requisite for entry to the field.

In 1974, about 125 institutions offered educational programs in respiratory therapy approved by the Council on Medical Education of the American Medical Association. High school graduation is required for entry. Courses vary in length between 18 months and 4 years and include both theory and clinical work. A bachelor's degree is awarded for completion of a 4-year program and lesser degrees are awarded for shorter courses. Areas of study include human anatomy and physiology, chemistry, physics, microbiology, and mathematics. Technical courses offered deal with procedures, equipment, and clinical tests.

Respiratory therapists who have a certificate of graduation from an AMA-approved therapist training program, 62 semester hours of college credit, and 1 year of experience following completion of the program are eligible to apply for registration by the National Board for Respiratory Therapy (NBRT). The registry examination consists of two tests, a written and an oral. Applicants must pass both to be awarded the American Registered Respiratory Therapist (ARRT) credential. In 1974, about 2,500 therapists had been registered. A registered respiratory therapist often can advance faster and obtain a more responsible position than one who is not registered. An increasing number of employers recognize registration as an acknowledgment of a therapist's professional competence.

Individuals who complete an AMA-approved technician training program and have 1 year of experience in respiratory therapy may apply to the NBRT for examination for the Certified Respiratory Therapy Technician (CRTT) credential. The CRTT examination is less comprehensive than the registry examination and consists of a single written test. Approximately 8,000 respiratory therapy technicians had been certified in 1974.

In contrast to therapists and technicians, there are no general requirements for the position of respiratory therapy assistant. The only requirements are those set by the head of the hospital department that is hiring workers. For example, some require a high school diploma.

Respiratory therapists can advance to positions as assistant chief, chief therapist, or, with graduate education, instructor of respiratory therapy at the college level. Respiratory therapy technicians and assistants can advance to the therapist level by taking the appropriate training courses.

People who want to enter the respiratory therapy field should enjoy working with patients and should understand their physical and psychological needs. Respiratory therapy workers must be able to pay attention to detail, follow instructions, and work as part of a team. Operating the complicated respiratory therapy equipment also requires mechanical ability and manual dexterity. High school students interested in a career in this field are encouraged to take courses in health, biology, mathematics, physics, and bookkeeping.

Employment Outlook

Employment opportunities for respiratory therapy workers are expected to be good through the mid-1980's. Those with advanced training in respiratory therapy will be in demand to fill teaching and supervisory positions.

The employment of respiratory therapy workers is expected to grow much faster than the average for all occupations, owing to new uses for respiratory therapy, increased acceptance of its use, and the growth in health services in general. Many specialists in respiratory therapy will be hired to release nurses and other personnel from

respiratory therapy work to return to their primary duties. Many other openings will arise from the need to replace those who retire, die, or leave the occupation for other reasons.

Earnings and Working Conditions

The starting salary of respiratory therapists employed in hospitals and medical centers averaged about $8,064 a year in 1974, according to a survey conducted by the University of Texas Medical Branch. Top salaries of experienced respiratory therapists in hospitals ranged as high as $13,980 a year. Salaries of respiratory therapy technicians and assistants are lower than those of respiratory therapists.

The Federal Government paid respiratory therapists starting salaries of $6,764 a year in late 1974 if they had 1 year of post-secondary training, and $7,596 for those with 2 years of training. Some therapists employed by the Federal Government in late 1974 earned as much as $13,679 a year.

Respiratory therapy workers in hospitals receive the same benefits as other hospital personnel, including hospitalization, paid vacations, and sick leave. Some institutions provide tuition assistance or free courses, pension programs, uniforms, and parking.

Respiratory therapy workers generally have a 40-hour week. After-hours and weekend duty is generally required since most hospitals have 24-hour coverage throughout the week. Adherence to safety precautions and regular testing of equipment minimize the potential hazard of fire to workers and patients.

Sources of Additional Information

Information concerning education programs is available from:

American Association for Respiratory Therapy, 7411 Hines Place, Dallas, Tex. 75235.

Information on the accrediting of respiratory therapists and respiratory therapy technicians can be obtained from:

The National Board for Respiratory Therapy, Inc., 1900 West 47th St., Suite 124, Westwood, Kansas 66205.

On-the-job training information can be obtained at local hospitals.

NURSING OCCUPATIONS

The nursing field, consisting of registered nurses; licensed practical nurses; and nursing aides, orderlies, and attendants, accounts for about one-half of total employment among health service workers. Nursing personnel perform a variety of duties to care for and comfort the sick, the injured, and others requiring medical services.

This section deals in detail with the three basic nursing occupations.

Registered nurses (*RN's*) follow doctors' orders, dispense medications and treatments, and observe and monitor patients' progress. Some become head nurses and are in charge of all nursing services of a specified area of an institution; for example, a pediatrics ward.

Licensed practical nurses provide skilled nursing care to sick, injured, and convalescent patients. They work under the general supervision of physicians and registered nurses, and may sometimes supervise nursing aides, orderlies, and attendants.

Nursing aides, orderlies, and attendants make up the largest group of nursing personnel. They serve meals, feed patients, and do other tasks that free professional and practical nurses for work requiring professional and technical training.

Those seeking to be registered nurses, licensed practical nurses, and nursing aides, orderlies, and attendants should like working with people, since they must work closely with other members of the health team and care for patients who are uncomfortable and sometimes irritable. Nursing workers must be reliable and possess a level head in emergencies.

REGISTERED NURSES

(D.O.T. 075.118 through .378)

Nature of the Work

Nursing plays a major role in health care. As important members of the medical care team, registered nurses perform a wide variety of functions. They observe, evaluate, and record symptoms, reactions, and progress of patients; administer medications; assist in the rehabilitation of patients; and help maintain a physical and emotional environment that promotes recovery.

Some registered nurses provide hospital care. Others perform research activities or instruct students. The setting usually determines the scope of the nurse's responsibilities.

Hospital nurses constitute the largest group of nurses. Most are staff nurses who provide skilled bedside nursing care and carry out the medical treatment plans prescribed by physicians. They may also supervise practical nurses, aides, and orderlies. Hospital nurses usually work with groups of patients that require similar nursing care. For instance, some nurses work with patients who have had surgery; others

care for children, the elderly, or the mentally ill. Some are administrators of nursing services.

Private duty nurses give individual care to patients who need constant attention. The private duty nurse may sometimes care for several hospital patients who require special care, but not full-time attention.

Office nurses assist physicians, dental surgeons, and occasionally dentists in private practice or clinics. Sometimes they perform routine laboratory and office work in addition to their nursing duties.

Public health nurses care for patients in clinics, homes, schools, and other community settings. They instruct patients and families in proper care and give periodic care as prescribed by a physician. They may also instruct groups of patients in proper diet and arrange for immunizations. These nurses work with community leaders, teachers, parents, and physicians in community health education. Some public health nurses work in schools.

Nurse educators teach students the principles and skills of nursing, both in the classroom and in direct patient care. They also conduct continuing education courses for registered nurses, practical nurses, and nursing assistants.

Occupational health or industrial nurses provide nursing care to employees in industry and government and, along with physicians promote employee health. As prescribed by a doctor, they treat minor injuries and illnesses occurring at the place of employment, provide for the needed nursing care, arrange for further medical care if necessary, and offer health counseling. They also may assist with health examinations and inoculations.

(Licensed practical nurses who also perform nursing services are discussed elsewhere in the *Handbook*.)

Places of Employment

Nearly 860,000 persons—all but 1 percent of them women—worked as registered nurses in 1974. About one-third worked on a part-time basis.

About three-quarters of all registered nurses worked in hospitals, nursing homes, and related institutions. About 50,000 were office nurses and about 40,000 were private duty nurses who cared for patients in hospitals and private homes. Public health nurses in government agencies, schools, visiting nurse associations, and clinics numbered about 55,000; nurse educators in nursing schools accounted for about 30,000; and occupational health nurses in industry, about 20,000. Most of the others were staff members of professional nurse and other organizations, State boards of nursing, or working for research organizations.

Training, Other Qualifications, and Advancement

A license is required to practice professional nursing in all States and in the District of Columbia. To obtain a license, a nurse must be a graduate of a school approved by the State board of nursing and pass the State board examination. Nurses may be licensed in more than one State, either by examination or endorsement of a license issued by another State.

Three types of educational programs—diploma, baccalaureate, and associate degree—offer the education required for basic careers in registered nursing. All three programs prepare candidates for licensure; however, the baccalaureate program is preferred for those who aspire to administrative or management positions, and those planning to work in research, consultation, teaching, or clinical specialization, which require education at the master's level. Graduation from high school is required for admission to all schools of nursing.

Diploma programs are conducted by hospital and independent schools and usually require 3 years of training. Bachelor's degree programs usually require 4 years of study in a college or university, although a few require 5 years. Associate degree programs in junior and community colleges require approximately 2 years of nursing education. In addition, several programs provide licensed practical nurses with the training necessary to upgrade themselves to registered nurses while they continue to work part time. These programs generally offer an associate of arts degree. In early 1974, about 1,430 programs (associate, diploma, and baccalaureate) were offered in the United States. In addition, there were 94 master's and doctoral degree programs in nursing.

Programs of nursing include classroom instruction and supervised nursing practice in hospitals and health facilities. Students take courses in anatomy, physiology, microbiology, nutrition, psychology, and nursing. They also get supervised clinical experience in the care of patients who have different types of health problems. Students in bachelor's degree programs as well as in some of the other programs are assigned to community agencies to learn how to care for patients in clinics and in the patients' homes. General education is combined with nursing education in baccalaureate and associate degree programs and in some diploma programs.

Qualified students who need financial aid may be able to get a federally sponsored nursing scholarship or a low-interest loan.

Young persons who want to pursue a nursing career should have a sincere desire to serve humanity and be sympathetic to the needs of others. Nurses must be able to follow orders precisely and to use good judgment in emergencies; they also should be able to accept responsibility and direct or supervise the activity of others. Good mental health is needed in order to cope with human suffering and frequent emergency situations. Staff nurses need physical stamina because of the amount of time spent walking and standing.

From staff positions in hospitals,

experienced nurses may advance to head nurse, assistant director, and director of nursing services. A master's degree, however, often is required for supervisory and administrative positions, as well as for positions in nursing education, clinical specialization, and research. In public health agencies, advancement is usually difficult for nurses who do not have degrees in public health nursing.

A growing movement in nursing, generally referred to as the "nurse practitioner program" is opening new career possibilities. Nurses who wish to take the extra training are preparing for highly independent roles in the clinical care and teaching of patients. They are practicing in primary roles which include pediatrics, geriatrics, community health, mental health, and medical-surgical nursing.

Employment Outlook

Employment opportunities for registered nurses are expected to be favorable through the mid-1980's. However, if trends in the number of persons enrolling in schools of nursing continue, some competition for more desirable, higher paying jobs may develop during the latter part of this period. Opportunities for full- or part-time work in present shortage areas such as some southern States and many inner-city locations are expected to be very favorable through 1985. For nurses who have had graduate education, the outlook is excellent for obtaining positions as administrators, teachers, clinical specialists, and public health nurses.

Growth in employment of registered nurses is expected to be much faster than the average for all occupations because of extension of prepayment programs for hospitalization and medical care, expansion of medical services as a result of new medical techniques and drugs, and increased interest in preventive medicine and rehabilitation of the handicapped. In addition to the need to fill new positions, large numbers of nurses will be required to replace those who leave the field each year.

Earnings and Working Conditions

Registered nurses who worked in hospitals in 1974 received average starting salaries of $9,100 a year, according to a national survey conducted by the University of Texas Medical Branch. This was above the average for nonsupervisory workers in private industry, except farming. Registered nurses in nursing homes can expect to earn slightly less than those in hospitals. Salaries of industrial nurses averaged $192 a week in early 1974, according to a survey conducted by the Bureau of Labor Statistics.

In early 1975, the Veterans Administration paid inexperienced nurses who had a diploma or an associate degree starting salaries of $9,473 a year; those with baccalaureate degrees, $11,070. Nurses employed in all Federal Government agencies earned an average of $14,700 in 1974.

Most hospital and nursing home nurses receive extra pay for work on evening or night shifts. Nearly all receive from 5 to 13 paid holidays a year, at least 2 weeks of paid vacation after 1 year of service, and also some type of health and retirement benefits.

Sources of Additional Information

For information on approved schools of nursing, nursing careers, loans, scholarships, salaries, working conditions, and employment opportunities, contact:

ANA Committee on Nursing Careers, American Nurses' Association, 2420 Pershing Rd., Kansas City, Mo. 64108.

Information about employment opportunities in the Veterans Administration is available from:

Department of Medicine and Surgery, Veterans Administration, Washington, D.C. 20420.

LICENSED PRACTICAL NURSES

(D.O.T. 079.378)

Nature of the Work

Licensed practical nurses help care for the physically or mentally ill and infirm. Under the direction of physicians and registered nurses, they provide nursing care that requires technical knowledge but not the professional training of a registered nurse. (See statement on Registered Nurses.) In California and Texas, licensed practical nurses are called *licensed vocational nurses*.

In hospitals, licensed practical nurses provide much of the bedside care needed by patients. They take and record temperatures and blood pressures, change dressings, administer certain prescribed medicines, and help bed patients with bathing and other personal hygiene. They assist physicians and registered nurses in examining patients and in carrying out nursing procedures. They also assist in the delivery, care, and feeding of infants, and help registered nurses in recovery rooms by reporting any adverse changes in patients. Some licensed practical nurses help supervise hospital attendants. (See statement on Nursing Aides, Orderlies, and Attendants.)

Licensed practical nurses who work in private homes provide mainly day-to-day patient care that seldom involves highly technical procedures or complicated equipment. In addition to providing nursing care, they may prepare meals and care for the patient's comfort and morale. They also teach family members how to perform simple nursing tasks.

In doctors' offices and in clinics, licensed practical nurses prepare patients for examination and treatment. They also may make appointments and record information about patients.

Places of Employment

About 495,000 persons—the great majority of them women—worked as licensed practical nurses in 1974. Hospitals employed about three-fifths of all licensed practical nurses. Most of the others worked in nursing homes, clinics, doctors' offices, sanitariums, and other long-term care facilities. Many worked for public health agencies and welfare and religious organizations. Some self-employed nurses worked in hospitals or the homes of their patients.

Training, Other Qualifications, and Advancement

All States and the District of Columbia regulate the preparation and licensing of practical nurses. To be licensed, students must complete a course of instruction in practical nursing that has been approved by the State board of nursing and pass an examination. Educational requirements for enrollment in State-approved training programs range from completion of eighth or ninth grade to high school graduation. Many schools do not require completion of high school but they give preference to graduates. Physical examinations and aptitude tests are usually required.

In 1974, over 1,300 State-approved programs provided practical nursing training. Public schools offered more than half of these programs as part of their vocational and adult education programs. Other programs were available at junior colleges, local hospitals, health agencies, and private educational institutions.

Practical nurse training programs are generally 1 year long and include both classroom study and clinical practice. Classroom instruction covers nursing concepts and principles and related subjects including anatomy, physiology, medical-surgical nursing, administration of drugs, nutrition, first aid, and community health. Students learn to apply their skill to an actual nursing situation through supervised hospital work.

Aspiring licensed practical nurses should have a deep concern for human welfare. They must be emotionally stable because working with sick and injured people sometimes can be upsetting.

As part of a health care team, they must be able to follow orders and work under close supervision. Good health is very important, as is the physical stamina needed to work while standing a great deal.

Advancement opportunities are limited without additional training. In-service educational programs prepare some licensed practical nurses for work in specialized areas, such as post-surgery recovery rooms, or intensive care units. Under career ladder programs, nurses' aides attend training to become licensed practical nurses (LPN's) while continuing to work part time. Similarly, in some cases, LPN's may prepare to become registered nurses while they continue to work part time.

Employment Outlook

The employment outlook for licensed practical nurses is expected to be very good through the mid-1980's. Employment is expected to continue to rise much faster than the average for all occupations through the mid-1980's in response to the needs of a growing population and expanded public and private health insurance plans. Jobs will be created also as licensed practical nurses take over duties previously performed by registered nurses. Also, thousands of newly licensed practical nurses will be needed each year to replace those who die, retire or leave the occupation for other reasons.

Earnings and Working Conditions

The average starting salary of licensed practical nurses in hospitals was about $6,700 a year in 1974, according to a national survey conducted by the University of Texas Medical Branch.

Federal hospitals offered beginning licensed practical nurses an annual salary of $6,764 in 1974.

Many hospitals give pay increases after specific periods of satisfactory service. Some provide free lodging and laundering of uniforms. Practical nurses generally work 40 hours a week, but often this workweek includes some work at night and on weekends and holidays. Many hospitals provide paid holidays and vacations, health insurance, and pension plans.

In private homes, licensed practical nurses usually work 8 to 12 hours a day and go home at night.

Sources of Additional Information

A list of State-approved training programs and information about practical nursing is available from:

ANA Committee on Nursing Careers, American Nurses' Association, 2420 Pershing Rd., Kansas City, Mo. 64108.

National Association for Practical Nurse Education and Service, Inc., 122 East 42d St., Suite 800, New York, N.Y. 10017.

National Federation of Licensed Practical Nurses, Inc., 250 West 57th St., New York, N.Y. 10019.

Information about employment opportunities in U.S. Veterans Administration hospitals is available from your local Veterans Administration hospital, as well as:

Department of Medicine and Surgery, Veterans Administration, Washington, D.C. 20420.

NURSING AIDES, ORDERLIES, AND ATTENDANTS

(D.O.T. 355.687 through 355.887)

Nature of the Work

Nursing aides, orderlies, and attendants perform a variety of duties to care for sick and injured people. Other job titles include *hospital attendant*, *nursing assistant*, *auxiliary nursing worker*, *home health aide*, *geriatric aide*, and (in mental institutions) *psychiatric aide*.

Nursing aides and orderlies answer patients' bell calls and deliver messages, serve meals, feed patients who are unable to feed

CURRICULUM RESOURCES

There has been a recent surge of interest throughout the country in curriculum and instructional materials development. Many guides, course outlines, and other instructional materials have been and are in process of being developed.

SOURCES

The resources in this section have been collected from many sources, including professional organizations, state education departments, federal agencies, schools, curriculum clearinghouses, research organizations, the commercial market, and universities and colleges. The resources represent the most recent developmental efforts. They provide the classroom teacher with the capability of upgrading and restructuring the instructional program.

UPGRADING, RESTRUCTURING

PRICES

It should be noted that the indicated prices are as of 1979 - 1980, and they most likely will increase in the coming years.

PRINTED AND NON-PRINT

The Curriculum Resources section is organized into two categories, printed materials (manuals, curriculum guides, LAP's etc.) and non-print materials (films, filmstrips, slide sets and transparencies).

SEVEN SUBJECT AREAS

Each of these two categories is divided into seven subject area groupings. The titles of the seven subject areas are: Registered Nurse/Licensed Practical Nurse, Nursing Assistant/Aid, Health Occupations - General, Dental Assisting, Dental Technology, Medical Assisting, and Medical Lab Technician. Typical entries under each subject area include: skills required, responsibilities, innovative procedures and techniques, etc.

PRINTED MATERIALS

The following section contains descriptions of a variety of printed instructional materials, including curriculum guides, course outlines, learning activity packages, task analyses, occupational inventories, student manuals, performance objectives, and tests. The materials can be obtained by writing to the publishers whose addresses appear in each resource listing.

ERIC

Some documents are available through the Educational Resources Information Center (ERIC), while others are available from The Vocational Education Center at The Ohio State University. ERIC publications are indicated by an ED number, while AIM/ARM publications from Ohio State are specified by a VT number. Both ERIC and AIM/ARM documents can be obtained either in a microfiche (film) or hard (paper) copy.

ADDISON-WESLEY'S NURSING EXAMINATION REVIEW

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This review is designed to meet the needs of students preparing to take the R.N. licensure examination, and includes a discussion of the structure, format, and mechanics of the examination, along with suggestions on test-taking strategies and techniques. The main content is divided into the five major areas covered in the licensure examination: Psychiatry, Medicine, Surgery, Pediatrics, and Maternity. Sections of up-dated nursing content that have been recently incorporated into the examinations are also included.

496 pp. $12.95

AHCA-NFPA SAFETY LEARNING PACKAGE

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

An in-service tool for training all levels of personnel in the area of fire and life safety. Developed primarily for nursing homes and other institutions with a wide range of facilities, it is designed to teach awareness of fire hazards and the steps to take when a fire breaks out, so that patient and staff safety is assured, and property loss is reduced. Student workbooks are illustrated and have course outlines similar to those in the Manual. Space is provided for notetaking, and students can keep workbooks for later reference. The Package contains one Instructor's Manual and 10 student workbooks.

Instructor's Manual and 10 student workbooks $35.00
Additional student workbooks, set of 10 $20.00

ALEXANDER'S CARE OF THE PATIENT IN SURGERY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This edition is a comprehensive revision - many chapters have been totally rewritten, others greatly revamped. A new chapter on concepts basic to O.R. nursing begins the book. Subsequent chapters discuss administration of the O.R.; principles of asepsis; various surgical procedures (organized by anatomical and pysiological specialties); and other subjects. Illustrations highlight all chapters. There is also an emphasis on nursing assessment and responsibilities throughout.

ISBN 0-8016-0431-1, 998 pp. $21.75
Note: pages and price are approximate

ANATOMY AND PHYSIOLOGY

Harper & Row, Publishers, Inc.
10 East 53rd Street
New York, New York 10022

In this basic text for students in health science the relation of structure and function is stressed, and the concept of homeostasis serves as a major theme. It introduces clinical applications where they serve to motivate study of a system and where the pathology provides an interesting or instructive contrast to normal anatomy or physiology. Numerous conceptually oriented drawings in two colors, X-rays and photographs provide important graphic aids to understanding; sixty 35mm color slides reproduce illustrations and line drawings from the text.

Text $14.95
Set of 60 35mm slides to accompany text $65.00

ANESTHESIA IN OBSTETRICS

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

The purpose of this book is to present a comprehensive, up-to-date, readable source of information on the essential aspects of obstetric anesthesia care. It is intended to serve principally as a textbook for residents and practitioners in anesthesia, obstetrics and perinatology and for nurses involved

in the care of parturients and perinates. This book is further intended to provide an understanding of the physiology of pregnancy and the pharmacology of analgesic and anesthetic drugs, and to provide adequate information on maternal, fetal and neo-natal aspects of pain relief during childbirth without the necessity of consulting outside texts.

425 pp. price unavailable

ANOKA PRACTICAL NURSING MODULES (1976)

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

The Anoka-Hennepin AVTI Practical Nursing Program teaching materials consist of these 77 modules. They have been designed to allow the traditional structured setting. Available only in complete sets. The teachers manual consists of competencies and task checklists for secondary health careers from the Anoka-Hemmepin program. The tasks outlined are from the Practical Nursing and Nursing Assistant Programs.

808 (Nursing Modules)	$35.00
809 (Teachers Manual)	$ 5.50

APPLIED KINESIOLOGY: THE SCIENTIFIC STUDY OF HUMAN PERFORMANCE, 2nd ED.

Gregg-McGraw-Hill
Princeton Road
Hightstown, New Jersey 08520

This text continues to provide balanced coverage of anatomical-physiological and mechanical aspects of performance. The contents are especially selected and arranged to help people perform more skillfully and effectively and to give teachers, coaches, and therapists insight into teaching others how to perform. All information has been updated in the new edition. Additional emphasis is on the practical application of scientific information to improve skills. A new chapter, Levers and Other Simple Machines, is devoted to mechanisms involved in human motion. Included in this chapter are descriptions of the application of leverage, wheel and axle actions, pulley actions, and body planes in human movement. Excellent illustrations are provided throughout the text.

032463-8, 388 pp. $12.95

BASIC MEDICAL TERMINOLOGY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This workbook has been prepared to give the beginning student in any allied health field a basic understanding of the language of medicine and medical science. This course is designed to be used on an individually paced basis, but it can be adopted to a variety of teaching situations, depending on the size of the class and the needs of the students. Students can work independently or in small groups, and the recordings can also be used with an entire class as a lecture substitute.

Text 61385, 288 pp.	
list	$10.95
education	$ 8.21
Teacher's edition 61386	$ 5.00
Audio Cassettes (6)	$65.00

BASIC NURSING PROCEDURES

Delmar Publishers
50 Wolf Road
Albany, New York 12205

A highly illustrated text-workbook that covers the basic skills and information necessary to provide basic hospital care. Content covers only LPN responsibilities. Answers to review questions are in the Instructor's Guide.

0320-3 (Text), 272 pp.	$ 6.00
0321-1 (Instructor's Guide)	$ 1.35

BASIC READINGS IN DRUG THERAPY

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Among the wide range of drug applications covered in this text are: precautions to be taken by the nurse who is administering specific drugs such as corticosteroids, antihypertensives and experimental drugs. Also included are tables which list the interactions that may occur when drugs are taken with other medicines.

1311-X, 120 pp. $3.00

BASIC SCIENCE PRINCIPLES OF NUCLEAR MEDICINE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book covers the basic science subjects essential to understanding the theory and practice of nuclear medicine. Among these are math; physics, including the nature of radioactivity and the behavior of radioactive particles; applicable chemistry; physical chemistry, biochemistry and radiopharmaceutical chemistry; tracer kinetics; health physics, including dosimetry, radiation protection and medicolegal aspects; electronics; equipment; statistical principles and the use of the computer in nuclear medicine.

ISBN 0-8016-0729-9, 282 pp. $24.50

BEHAVIOR AND HEALTH CARE: A HUMANISTIC HELPING PROCESS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book deals with problematic issues repeatedly encountered by health professionals, students, and patients. The approach used to help health professionals both understand and carry out the helping process with patients is an "advocacy model of humanistic helping". This model provides the helper with a) a framework for evaluating the present health care delivery system, and b) a method by which to more clearly identify helping roles and behaviors as they apply to both themselves and their patients.

ISBN 0-8016-0947-X, 206 pp. $ 5.50

BETWEEN PATIENT AND HEALTH WORKER

Gregg-McGraw-hill
Princeton Road
Hightstown, New Jersey 08520

This book is intended as "a primer in human relationships: for nonprofessionals and paraprofessionals in the health care field. Its purpose is to provide these health workers with some training in understanding the needs of patients and with some awareness of their own feelings and attitudes. The book approaches its subject with nontechnical language and illustrates particular concepts by the use of narratives. Some of the topics covered include the needs of the patients' families, attitudes of patients toward illness, and the things patients and health workers have in common.

017644-2, 262 pp. $ 6.95

BODY STRUCTURES AND FUNCTIONS

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text presents an overview of each body system and an examination of the integrated functions of those systems. The text is especially adapted for use by practical nurses and those working in allied health fields where an understanding of structures and processes is required.

1322-5 (Text), 176 pp. $ 4.65
1323-3 (Instructor's Guide) $ 1.35

CARING FOR CHILDREN IN THE HOSPITAL

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This program provides material on growth and development of children and their attitudes in the hospital. Suggestions on how future nursing aid may relate to children of different ages.

Student Manual $ 4.95
Instructor's Guide $ 5.25

CHARTING WORKBOOK FOR VOCATIONAL NURSES

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

This workbook is designed to help the vocational nurse student learn the basics of hand-lettering in order to prepare legible hospital charts; it gives suggested rules for charting admission notes and rules for discharging a patient.

Workbook $ 1.75

CLINICAL EDUCATION FOR THE ALLIED HEALTH PROFESSIONS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book concentrates completely on the clinical educational experience. The authors used a systems approach throughout the text's four major sections: formulating goals; policies and objectives; designing learning and organizational strategies; developing and implementing programs; and assessing outcomes.

ISBN 0-8016-1623-9, 275 pp. $12.50
Note: page count and price are approximate

CLINICAL ELECTROCARDIOGRAPHY: A SIMPLIFIED APPROACH

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This text presents a realistic basic introduction to all facets of the electrocardiogram - in a manner relevant to all types of day-to-day patient care situations and settings. Discussions promote real understanding of physiologic principles involved; no previous instruction in reading ECG's is required. Three sections explore basic principles, including both normal and major abnormal patterns; describe abnormalities of heart rhythm and heart block; and provide a collection of problems and practice questions. Throughout, the emphasis is on clinical applications of ECG readings; every discussion of an abnormal pattern examines possible causative conditions. Clincial topics are integrated at all levels; special chapters focus on digitalis toxicity and cardiac arrest. Clear, easy-to-understand, and thorough, this book can help all medical and allied medical personnel.

ISBN 0-8016-1859-2, 288 pp. $ 9.50
Note: pages and price are approximate

CLINICAL INTERVIEWING SKILLS: A PROGRAMMED MANUAL FOR DATA GATHERING, EVALUATION, AND PATIENT MANAGEMENT, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The 3rd edition of this book has been largely rewritten to meet the needs of all health care professionals facing the interview situation. Completely reorganized, this edition includes a new section on extending interview techniques. New chapters have been added including one on non-verbal communication complete with illustrative photographs. The book contains an extensive practice interview, and appendices on interview evaluation and video-tape simulations are provided.

ISBN 0-8016-1702-2, 213 pp. $ 7.50

CLINICAL NURSING TECHNIQUES, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This guide to the basic techniques of medical-surgical nursing promotes students' ability to think for themselves by emphasizing principles, purpose and nursing action rather than equipment. More than 600 line drawings demonstrate the procedures in step-by-step sequence. The text includes important new information on the use of sterile disposable gloves, heel and elbow protectors, commercial restraints, blow bottles, the Asmatik unit, MA-1 Respirator Unit, and sterile aspiration of tracheal secretions. Other topics include weaning from the respirator, destruction of used needles and syringes, intravenous site care, intravenous tubing incorporating an airway, permanent ostomy appliances, dilating a stoma and aquamatic K-pad.

ISBN 0-8016-1307-8, 400 pp. $ 9.25

COMMUNICATION IN HEALTH CARE: UNDERSTANDING AND IMPLEMENTING EFFECTIVE HUMAN RELATIONSHIPS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book can help students understand and apply theoretical concepts of human relationships to the reality of caring for people. It clearly explains the what, why and how of a therapeutic relationship. Dynamic exercises present situations for analysis; students are given multiple choice alternatives, and both correct and incorrect alternatives are discussed.

ISBN 0-8016-1021-4, 276 pp. $ 6.25

CURRENT CONCEPTS IN EMERGENCY MEDICINE, VOL. I, MANAGEMENT OF THE UNCONSCIOUS PATIENT

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This is the first volume in a series of books to be published on an annual basis. Each title will deal with one topic of importance to emergency personnel. Volume I provides the most up-to-date information on how to cope with patients in shock, accident victims and unconscious patients.

ISBN 0-8016-2748-6, 128 pp. $10.50

DEVELOPMENT OF A NEW VOCATIONAL HEALTH CURRICULUM THROUGH LADDER, LATTICE CONCEPTS: THE NORTH DAKOTA RESEARCH COORDINATING UNIT

Indiana Curriculum Materials Center
TAW 200, Indiana State University
Terre Haute, Indiana 47809

This resource provides plan, reasons, early implementation efforts, future efforts, footnotes and exhibits in a proposed curriculum to provide preparation for practical nurses to move into technical nursing positions.

$ 2.50

A DIRECTORY OF PROGRAMS PREPARING REGISTERED NURSES FOR EXPANDED ROLES, 1974-75

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

This directory lists programs of study offered in each state leading to certificates or Master's Degrees. It gives the name of each program, its length, entrance requirements, and addresses where additional information can be obtained.

ooo99-1, 47 pp. $ 1.45

DRUG IDENTIFICATION GUIDE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This guide contains full-color, actual-size reproductions of the most commonly prescribed medications. The guide is arranged by manufacturer, with an index of brand names for convenient reference. Also featured in the guide is a comprehensive directory of Poison Control Centers in the United States. The nursing student will find this booklet most useful as a quick-reference drug identification aid.

1716-6, 100 pp. $ 3.19

DRUG INTERACTIONS

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This authoritative handbook discusses the actions of administered drugs upon the effectiveness or toxicity of other drugs taken earlier, simultaneously, or later. The text includes 16 tables of the most used drugs. The first two tables deal with alcohol and barbiturates, probably the most common source of dangerous drug interactions. Each drug is listed alphabetically by its generic name. Descriptions are simplified and standardized for helpful ready reference. The tables are intended as a warning device to help alert nurses to the possibility of dangerous interactions when two or more drugs are taken.

1313-6, 32 pp. $ 2.44

THE EKG: BASIC TECHNIQUES FOR INTERPRETATION

Gregg-McGraw-Hill
Princeton Road
Hightstown, New Jersey 08520

This book outlines a systematic procedure for analyzing the electrocardiogram. Useful for all medical, nursing and allied health personnel who must read and interpret EKG's, the book emphasizes the actual graph of the electrocardiogram, providing specific numerical criteria used for interpreting cardiac abnormalities in the electrocardiogram. The illustrations provided are actual EKG's. The book not only teaches identification of abnormalities, but it also teaches how to fit these into a written report. The authors use the electrocardiogram and the various abnormalities for the order of presentation of topics. This format both facilitates learning and allows the book to serve as a practical, quick reference aid. Each

section includes a brief description of the cardiac disorders and mechanisms which produce the various abnormalities. There is a double index listing both cardiac disorders and EKG abnormalities.

048715-4, 256 pp. $12.50

ELEMENTS OF REHABILITATION IN NURSING: AN INTRODUCTION

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This new book approaches the theory and exercise of rehabilitation from a psychosocial perspective. The author first discusses the concepts of rehabilitating human beings toward their highest functional level, then describes the internal and external factors of human dynamics in the health care environment. Emphasis is on the holistic nature of rehabilitation - physical, emotional and social aspects are stressed. The text includes contributions by noted specialists in the fields of community health, orthopedic rehabilitation, and sexual function. Several useful appendixes are included.

ISBN 0-8016-1425-2, 328 pp. $ 8.50

EMERGENCY CHILDBIRTH HANDBOOK

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This handbook is written to give the emergency medical technician, policeman, firefighter, and any other person in attendance, an understanding of the labor and delivery experience.

1761-1, 224 pp. $ 4.80

EMERGENCY DEPARTMENT ORGANIZATION AND MANAGEMENT

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Covering many dynamic questions in emergency medicine, this book is a valuable resource for hospital administrators, emergency physicians, and all who are involved with management of an emergency department. Chapters are devoted to general staffing, efficient operation, legal aspects, etc. Section written by nurses details the role of the nurse and clinical skills needed in emergency nursing.

ISBN 0-8016-0120-7, 270 pp. $18.50

EMOTIONAL ADJUSTMENT TO ILLNESS

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text-workbook combines mental health concepts with general nursing theory and practice together with communications. Illness is considered from the patient's viewpoint with the nurse's response. Covered are emotional illness, the hospitalized patient, principles of communication, and the patient with special needs. Answers to review questions are in the Instructor's Guide.

0347-5 (Text), 168 pp. $ 4.35
0348-3 (Instructor's Guide) $ 1.35

EMPLOYEE IDEA PROGRAM

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Complete in itself, this text provides a practical structured program for obtaining ideas from hospital employees on how to improve operations and reduce costs. The book is designed to enable easy implementation of the program and includes a separate section of reproducible materials suitable for employee presentations.

$ 9.00

ESSENTIALS OF PHYSIOLOGY FOR ADVANCED RESPIRATORY THERAPY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book focuses on the basic concepts of the physiology of the triad of organ systems - cardiovascular, pulmonary, and renal. In addition to discussing anatomy and physiology of these three systems in depth, the author stresses clinical application. He includes discussions of diagnostic procedures, instrumentation, pharmacology, and treatment of the major classifications of disease.

ISBN 0-8016-3314-1, 236 pp. $ 8.25

EVALUATING CLINICAL COMPETENCY IN THE HEALTH PROFESSIONS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book is written specifically for health science educators, clinical supervisors, and educational consultants in the health professions. Considering the growing importance of evaluation in the health care field, this book can assist educators greatly by enabling them to locate specific examples of evaluation instruments quickly and easily for immediate implementation of assessment. The first segement of the book discusses the options that are available for clinical evaluation including program design, development of evaluation instruments, and program assessment. The second half is comprised of examples of evaluation models drawn from several health professions. The text includes several checklists which contain sample data, and blank forms so that the reader may record his/her own assessments of clinical performance.

ISBN 0-8016-3493-8, 300 pp $13.50
Note: pages and price are approximate

GENERAL ADMINISTRATION IN THE NURSING HOME

CBI Publishing Company, Inc.
51 Sleeper Street
Boston, Massachusetts 02210

The revised and expanded version of the comprehensive administration of the nursing home, this new edition contains updated information on state regulation of nursing homes, comprehensive health care planning, procedure manuals, Medicare, drug addiction, suicide, and oxygen safety. It also reports on recent legislation such as the Fair Credit Reporting Act, Occupational Safety and Health Act, and Equal Opportunity in Employment Act. Covers all the basic information recommended by the National Advisory Council to boards of licensure for nursing home administrators.

0-8436-0573-1 $16.50

GERIATRICS: A STUDY OF MATURITY

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This classroom-tested text-workbook takes a patient-oriented approach to nursing care. Emphasis is placed on aging as a natural process as well as the needs and respect for the dignity and worth of the mature individual. The text covers aging, related physiological attributes.

1345-4 (Text), 256 pp. $5.25
1346-2 (Instructor's Guide) $ 1.35

THE GROUP APPROACH IN NURSING PRACTICE, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Designed to meet the needs of a wide variety of nursing specialties, this new edition provides nurse group therapists and leaders with a valuable key to the understanding and implementation of group process theory. It is divided into four major sections which cover: the scope of group work, the use of the theoretical framework, common objectives in group work, and special techniques involved. This revision includes more clinical examples, and a new case study.

ISBN 0-8016-3126-2, 247 pp. $ 6.50
Note: pages and price are approximate

GUIDE FOR INSTRUCTORS OF PRACTICAL NURSING IN SOUTH CAROLINA

Vocational Education Media Center
10 Tillman Hall, Clemson University
Clemson, South Carolina 29631

This curriculum guide covers a 400 hour course in practical nursing on the fundamentals of nursing, normal nutrition, body structure and function, and health education. The publication is based on defined student objectives with suggested student learning activities, resources, and methods of evaluation.

14/1/73-4, 115 pp. $ 4.00

A GUIDE TO I.V. ADMIXTURE COMPATIBILITY

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This guide provides listings of and drug-dosage information for the 54 most frequently used intravenous drugs

and solutions. This booklet designates which drugs are compatible in solution and those which are not. It will serve the nurse, intravenous team, and student as a guide in the use of currently approved intravenous medications. The contents are listed alphabetically by generic names and an index by brand name is provided for easy reference.

1715-8, 63 pp. $ 2.96

HANDBOOK OF FUNDAMENTAL NURSING TECHNIQUES

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

This 200 page book describes and illustrates the basic steps in carrying out fundamental nursing techniques. Detailed discussion of equipment, methods of preparation of equipment and patient, procedure, special considerations, and necessary precautions for each technique. Illustrated and indexed.

$ 4.97

HEALTH ASSESSMENT

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Written by nurses for nurses, this extensive new work provides the skills and techniques needed to obtain a complete health history and to perform a thorough physical examination. The authors emphasize the development of effective communication skills and the "total person" approach - keeping in mind the client's unique lifestyle and developmental achievements. The book first presents the various techniques used in assessing overall function of the client and then proceeds to a traditional organ-system format. More than 650 outstanding illustrations augment the text.

ISBN 0-8016-0478-8, 576 pp. $20.95
Note: pages and price are approximate

HEALTH PROBLEMS OF THE AGED

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This book examines the biomedical and sociocultural factors that interact to affect health patterns of the elderly, varying from the broad social problems of aging to more specific issues, such as demography of the aging population, patterns of illness among the elderly, biomedical problems of aging by body systems, nutritional problems, psychological aspects of aging, institutional care (and alternatives), problems of paying for medical care, and death and dying.

420 pp. price unavailable

HOSPITAL/HEALTH CARE TRAINING MEDIA PROFILES

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Continuously up-dated review service that evaluates audiovisual aids and self-paced instructional materials from all sources. For hospital educators, instructors, and trainers in allied health, nursing, paramedical services, and hospital and medical libraries.

Volume I	(1974)	$75.00
Volume II	(1975)	$75.00
Volume III	(1976)	$75.00

HOW TO READ AN ECG, REVISED ED.

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This new book of basic electrocardiography is written with nurses and health workers in mind. It simplifies recognizing the ECG's of life-threatening and normal heart activity. Each graph has an explanation of the portrayed condition and a description of the typical treatment. A glossary defines all technical terms used in the text. The text is authoritative, easy to read and helps to enable health care personnel to recognize coronary emergencies and to take immediate, corrective action.

1307-1, 54 pp. $ 4.46

HOW TO TRAIN EMPLOYEES IN HOSPITALS AND HEALTH CARE INSTITUTIONS

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Designed specifically for the Health Care Industry, this text provides the learner with the capability to effectively train employees in performing new tasks. The approach reduces training time and cuts errors that are associated with inadequate training.

$ 9.00

HOW TO WRITE PROBLEM-ORIENTED NURSE'S PROGRESS NOTES

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This learning package can be used by RN's and LPN's who have never been exposed to the concept of problem-oriented medical records, or who are familiar with POMR, but need practice in the writing of the nurse's progress notes. It can also be used as part of a basic educational program which teaches POMR concepts to student nurses. The self-instructional character of this module is demonstrated in its construction into sections that can be studied separately and in any sequence. Basic requirements of this approach to POMR are; establishment of a data base, formation of a list of problems, initial plans for each problem, and progress notes on each problem. Emphasis is placed on the individual nurse's capacity to learn and think independently. An information format utilizing humorous cartoon drawings facilitates comprehension.

144 pp. price unavailable

HUMAN ANATOMY

Bobbs-Merrill Education Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

This textbook is specifically directed to the allied health student. It forms the basis for all health-related subjects because a knowledge of the normal human structure, and the changes that take place in it as a result of disease, are essential to the understanding of all branches of health care. The subject is presented in an interesting straight-forward style that makes reading easy. The many simple diagrams and drawings relate to the text and help the student learn and understand the structures and their functions. Learning techniques are built into the text and review questions at the end of each chapter help the student measure his progress.

Text 61375, 91 pp.
list $ 6.85
education $ 5.14
Answer Key (in color)
61427 $ 2.50

HUMAN ANATOMY AND PHYSIOLOGY - SYLLABI FOR ALLIED-HEALTH-CAREER COURSES

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource includes a syllabus for a 2 semester course to meet the requirements of students enrolled in 2 year, high-level health-related technologies in a technical institute, and also a syllabus for a 1 semester course for students in a 1 year, lower level program. It contains detailed instructions for setting up the courses, an hour-by-hour topic outline, and behavioral objectives for each topic.

HL-193 $ 3.75

HYPERTENSION CONTROL: A MANUAL FOR NURSES AND ALLIED HEALTH PROFESSIONALS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This practical manual provides information on all aspects of hypertension and its control and helps readers thoroughly understand the critical issues and basic processes involved. The authors' approach to evaluation of hypertensive patients can be adapted to a variety of health care settings. Among the many topics examined in full are pharmacology, drug protocol, hypertensive counselling, and medical-legal aspects now and in the future. Modern methods, such as using data processing and stressing patient compliance, are discussed in terms of their value in increasing knowledge and providing more effective treatment of hypertension. The final chapter offers practitioners a useful, up-to-date listing of helpful resources.

ISBN 0-8026-2717-6, 140 pp. $ 7.50
Note: Pages and price are approximate

IMPROVING THE EFFECTIVENESS OF HOSPITAL MANAGEMENT

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

This text can be used to train and develop managerial personnel from the administrator to the first-line supervisor. Intended for hospitals and other health care institutions, this text can be used individually or for group training sessions. Discussion Leader's Manual available.

$14.00

INFECTION CONTROL IN A LONG TERM CARE FACILITY

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Handbook and in-service program for setting up and maintaining an infection control program in a health care facility. Program consists of a handbook; a very detailed leader's guide for conducting orientation and multi-session programs with employees in various functions; and workbook with learner exercises.

$30.00

INTEGRATED STUDIES IN PATIENT CARE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text contains 36 patient care studies, many of which are based on actual clinical experiences of the authors. Each study is designed to aid the student in applying nursing concepts and principles to actual patient situations. The pediatric, psychiatric, medical and surgical nursing concepts. All care studies are characterized by a synopsis, a vocabulary list, performance objectives, suggested activities and a variety of review questions. The accompanying Instructor's Guide provides documentation, answers, visual aids, and guidelines for nursing care plans.

1608-9 (Text), 344 pp. $ 5.25
1609-7 (Instructor's Guide) $ 1.35

INTERPERSONAL INTERACTION IN NURSING

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

In the Cummings p.r.n. Module Series in Nursing Concepts and Skills, this group of eight modules is gathered into a single publication appropriate for first level nursing students, or practitioners wishing to develop increased self-awareness and skill in effective communication. The content of each unit is of sufficient scope and depth to allow complete coverage of the basic concepts. Units are designed for active learning through numerous experiential exercises, rather than passive, traditional study. Each one is relatively independent, allowing for a maximum amount of flexibility in the establishment of a sequence of study. The reader is led through experiences in the theory of awareness and communication, and then given directions on how to apply that knowledge through exercises in nursing interventions.

144 pp. price unavailable

INTRODUCTION TO MEDICAL SCIENCE, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This edition has been carefully revised to include the latest information on new diseases and nomenclature. A three-fold presentation, it covers pathogenesis and discussion of representative diseases in each etiologic category; diagnostic procedures used in various diseases; and the signs and symptoms of many major diseases. New information on drugs, expanded coverage of allergies, and increased emphasis on diagnostic tests and procedures highlight this revision. In the chapters on congenital and inherited diseases, new information has been added on sickle cell anemia, chromosomal aberrations and their association with congenital abnormalities and Down's syndrome, including the factors that represent risks for transmission of

defects to offspring. New Prenatal diagnostic methods for detecting possible abnormalities are discussed.

ISBN 0-8016-5657-5, 404 pp. $ 9.95

LEARNING MEDICAL TERMINOLOGY STEP BY STEP, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This edition presents a basic tool for building a medical vocabulary essential to understanding both diseases and terminology used by medical specialties. It shows students how to learn the meaning of various word roots, stems, and combining forms, then arrive at a definition of a word by analyzing its parts. This edition includes revised chapters on the muscular system, multiple system diseases, medical insurance claims. Chapters on anatomical structures include figurative anatomy.

ISBN 0-8016-5652-4, 340 pp. $11.75

LICENSED PRACTICAL NURSING: BIBLIOGRAPHY

Career Education Center
Florida State University
P. O. Box 2617
Tallahassee, Florida 32304

A selected bibliography of LPN resources resulting from a computer search of ERIC and AIM/ARM data bases.

13 pp. price unavailable

LIFTING, MOVING AND TRANSFERRING PATIENTS: A MANUAL

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Beginning with basic principles of patient transfer, basic body mechanics and bedside body mechanics, this new book describes and illustrates photographically the safest and easiest methods of patient handling and transfer. It gives specific directions for step-by-step lifting, moving and transferring patients with special injuries or problems.

ISBN 0-8016-4086-5, 148 pp. $ 6.95

MASTERING MEDICAL TERMINOLOGY

Career Aids, Inc.
8950 Lurline Avenue
Department T-4
Chatsworth, California 91311

This textbook is a complete, simplified course for nursing students and personnel desiring to master at a glance the translation and pronunciation of the basic medical terms for following systems: Skeletal, Muscular, Nervous, Circulatory and Lymph Vascular, Endocrine, Respiratory, Gastrointestinal, Genito-urniary, Senses. Each term is broken down into structural components, each component translated, and phonetics provided. Textbook has 320 pages and over 300 illustrations. It is 8½ x 11" with a plastic laminated cover. A 27 page Appendix and a 120 page Removable Study Section are also included.

HIMT Mastering Medical Terminology (Student's Edition) $16.75
HIMTT Mastering Medical Terminology (Teacher's Edition with answers) $17.75

MEDICAL PEER REVIEW SYSTEMS: THEORY AND PRACTICE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The book is devoted to a comprehensive discussion of peer review in the health care profession. It begins with an exploration of the evolutionary forces in both medicine and society which have brought medical peer review to its present status as the most potent single force for change in medicine today, and it ends with practical aids for planning, operating, and evaluating operational peer review systems. A useful text for teaching the principles of quality assessment and utilization review, it contributes to a national dialogue on the quality versus the cost of health services, and on the more efficient and efficacious means to monitor those services.

ISBN 0-8016-1533-X, 416 pp. $25.00
Note: pages and price are approximate

MEDICAL-SURGICAL NURSING PROCEDURES

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This new text-workbook is a procedures text. Each procedure will include: explaining the procedure to the patient; equipment needed; preparing the patient physically; preparing the equipment; performing the procedure; after care and reporting/recording the procedure. The text covers continuity of patient care, principles of medical asepsis, selected techniques of surgical patients, cardiovascular disorders, neurological disorders, diabetes, respiratory, digestive, genitourinary and muscoloskeletal disorders, and malignant disease. Answers to questions are in the Instructor's Guide.

0352-X (Text), 448 pp. $ 8.25
0354-8 (Instructor's Guide) $ 1.35

MEDICAL TERMINOLOGY: A TEXT/WORKBOOK

The Benjamin/Cummings Publishing Company, Inc.
5258 Guion Road
Indianapolis, Indiana 46254

The purpose of this workbook is to provide students, whether through classroom use or self-study, with a simple, practical method for building a medical vocabulary. It is designed for allied health professional courses and any other courses that require a medical vocabulary without extensive knowledge of anatomy and physiology. It starts at the beginning and builds slowly. All terms given are general ones used in many medical situations. No attempt has been made to include all special vocabulary pertinent to specialties in medicine. Numerous exercises, worksheets, and review drills teach students to spell proficiently by breaking words into parts, so that new medical words with which they will be confronted will not be so difficult.

Text/Workbook, 320 pp. $ 7.95
Instructor's Guide $ 9.95

10,000 MEDICAL WORDS

Gregg-McGraw Hill
Princton Road
Hightstown, New Jersey 08520

This book provides a quick, easy, and handy reference for the correct spelling and syllabication of terminology commonly used in the medical office. It is a word processing tool for practicing medical secretaries, stenographers, typists, clerks, librarians, technicians, nurses, and trainees.

09503-5 (Text) $ 4.48

MEDICATIONS AND MATHEMATICS FOR THE NURSE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

The first two sections of this revised text cover related math for calculating dosages. Remaining sections cover the administration of medication, effects on body systems and special drug therapy. The expanded appendix includes a glossary, look-alike, sound-alike drugs, drug interactions, metric doses and answers to practice problems. There is more coverage of disposable equipment as well as emphasis on nursing care and what to look for. The Instructor's Guide contains a bibliography, answers to problems, unit reviews and tests.

1343-8 (Text), 288 pp. $ 5.25
1344-6 (Instructor's Guide) $ 1.35

METHODS IMPROVEMENT IN HOSPITALS

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

An excellent text describing in a non-technical manner, analytical tools and techniques which may be used in resolving work methods and procedural problems in health care institutions. The content of the text serves the needs of: 1) administrative, managerial and supervisory personnel in health care organizations, 2) management engineers and others engaged in problem-solving and in-service training activities, and 3) schools and universities sponsoring courses in methods improvement for health care managers and supervisors.

$10.00

MICROBIOLOGY FOR HEALTH CAREERS

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This write-in text-workbook has been developed for students of practical nursing and other members of the health team. The classroom-tested material contains information on the prevention of the transmission of disease. Covers microorganisms, bacteria, infection and immunity, destruction of bacteria, environmental control and hospital sanitation. Answers to review questions are in the Instructor's Guide.

1326-8 (Text), 149 pp.	$ 4.50
1327-6 (Instructor's Guide)	$ 1.35

MOSBY'S COMPREHENSIVE REVIEW OF CRITICAL CARE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Designed to assist practicing clinicians in maintaining proficiency in critical care practice, this review contains 31 chapters and a glossary prepared by specialists in specific areas. Using a question and answer format and a multidisciplinary approach, it covers such topics as: critical care education; anatomy, physiology, and the altered regulatory mechanisms in the critically ill; psychiatric factors in critical care; electrocardiographic changes in the critically ill; principles of hemodialysis; principles of peritoneal dialysis; clinical management of the critically ill burn patient; and an overview of critical care and the rehabilitative process.

ISBN 0-8016-5695-8, 694 pp. $16.50

NURSING

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

This book describes the challenging and rewarding nursing profession, including both licensed practical nurses and registered nurses. New and traditional nursing education programs are analyzed. School/college selection, recommended curricula, costs, and financial aid are examined. The diverse careers for nurses-in general and private practice, teaching, industry, and government-are discussed. Working conditions, qualifications, salaries, advancement, and fringe benefits are included.

6536-5 Hard	$ 6.60
6535-6 Soft	$ 4.95

NURSING I

Kansas Vocational Curriculum Center
P. O. Box 60
Room 115, Willard Hall
Pittsburg State University
Pittsburg, Kansas 66762

(Includes: Three Sections Containing 51 Instructional Units)

Section I: Orientation to Practical Nursing, Introduction to Personal Vocational Relationships, Communications, Historical Development of Nursing, Legal and Ethical Responsibilities, Nursing and Community Organizations, The Health Care Team, Understanding the Patient as a Total Person.

Section II: Introduction to Basic Nursing, Body Mechanics, The Patient's Environment, Medical Asepsis, Making Beds, Patient Cleanliness, Observation and Recording, Patient Movement and Activity, Nutrition and Fluids, Body Elimination, Vital Signs, Rest and Sleep, Application of Heat and Cold, Admission, Examination, Transfer, Discharge, Collecting Specimens.

Section III: Anatomy and Physiology; Basic Concepts of Physical Sciences, Basic Concepts of the Life Sciences, Points of Reference for the Study of Body Systems, The Integumentary System, The Skeletal System, The Muscular System, The Digestive System, - The Alimentary Canal, The Disgestive System - Accessory Organs and Digestion, The Blood, The Circulatory System, The Respiratory System, The Urinary System, The Nervous System, The Special Senses, The Endocrine System, The Reproductive System. Microbiology; Microbiology, Bacteriology, Infectious Diseases, Immunology, Control of Infectious Diseases. Nutrition: Introduction to Nutrition, Metabolism, Carbohydrates, Proteins, and Fats, Vitamins and Minerals, Water and Cellulose, Nutrition Evaluation, Diet Modifications.

Teacher's Guide	$20.00
Student's Guide	$12.00

NURSING II

Kansas Vocational Curriculum Center
P. O. Box 60
Room 115, Willard Hall
Pittsburg State University
Pittsburg, Kansas 66762

(Includes: Five Sections Containing 43 Instructional Units)

Section I: Introduction to Phyarmacology, Responsibility of the Practical Nurse in the Administration of Medication, Weights, Measures, and Abbreviations, Computing Dosages, Preparation of Solutions, Effects of Drugs, Administration of Medications, Syringes and Needles, Administration of Parenteral Medications, Administration of Insulin, Other Methods for Administering Medications, Charting Medications.

Section II: Surgical Asepsis, Ventilation, Administration of Oxygen, Urinary Cathererization, The Indwelling Catheter, Isolation Technique, Preoperative and postoperative Care, Terminal and Postmortem Care, Planning Nursing Care.

Section III: Introduction to Maternal and Infant Care, Pregnancy and Prenatal Care, Care of the Patient in Labor, Care of the Patient in the Delivery Room, Care of the Postpartum Mother, Care of the Normal Newborn, Caring for the Premature Infant, Caring for the Newborn with Abnormalities.

Section IV: Introduction to Nursing of Children, Growth and Development of the Infant, Caring for the Hospitalized Infant, Growth and Development of the Toddler, Caring for the Hospitalized Toddler, Growth and Development of the Preschool Child, Caring for the Hospitalized Preschool Child, Growth and Development of the School-Age Child, Caring for the Hospitalized School-Age Child, Growth and Development of the Adolescent, Caring for the Hospitalized Adolescent.

Section V: Introduction to Medical Surgical Nursing, Nursing the Female Patient with Diseases of the Reproductive System, Caring for the Patient with Diseases of the Respiratory System.

Teacher's Guide	$20.00
Student's Guide	$14.00

NURSING AND MEDICAL TERMINOLOGY: A WORKBOOK

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Terminology components used in medicine and nursing are introduced at the beginning of this new workbook. The prefixes, medical combining forms, and suffixes are related to the body systems. Upon mastering the terminology components, the student should be able to recognize the arrangement of these components - and ready to acquire a vast medical and nursing vocabulary. Subsequent chapters present terminology according to body systems; each chapter begins with a brief description of the system and its functions. The workbook features flash cards and self-evaluation quizzes for study and review.

ISBN 0-8016-3714-7, 212 pp. $10.50

NURSING ARTS PRACTICE

Instructional Materials Laboratory
1885 Neil Avenue
Ohio State University
Columbus, Ohio 43210

A manual of basic nursing procedures for students in nurse's aide training programs. Each procedure sheet gives: purpose, equipment needed, a step by step breakdown of the procedure, and important points to remember. These procedure sheets have been developed over a period of years by the Cleveland Public Schools Practical Nurse Staff and The Cleveland Hospital Council. Manuals are printed and plastic bound.

NALM-1	$ 2.50

NURSING I - A COURSE OF STUDY

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Contains units of instruction in the following areas: personal vocational relationships; basic nursing principles and skills; life sciences and health. 1974 edition.

IE-16-I (Text)	$20.00
IE-16-S (Student Materials)	$ 8.00
IE-50-S (Test Pool Questions)	$15.00

NURSING II - A COURSE OF STUDY

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Units of instruction have been developed in the following areas: medications; nursing principles and skills II; maternal and child health; the nursing of children; and medical-surgical nursing II. 1975 edition.

IE-35-I (Text)	$20.00
IE-35-S (Student Materials)	$ 9.00
IE-51-S (Test Pool Questions)	$15.00

NURSING III - A COURSE OF STUDY

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Units of instruction have been developed in the following areas: medical surgical nursing; mental health nursing; and advanced personal vocational relationships. 1976 edition.

IE-39-I (Text)	$20.00
IE-39-S (Student Materials)	$ 9.00

NURSING CARE EVALUATION: CONCURRENT AND RETROSPECTIVE REVIEW CRITERIA

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This new text provides guidelines and model criteria for both concurrent and retrospective nursing audit of more than 250 diseases and medical conditions. The book presents a systemized and organized approach to nursing care that is not only compatible with the objectives and stipulations of Professional Standards Review Organizations, but also beneficial to patients. Guidelines encompass critical nursing management; recording and reporting; health education; and retrieving data from nurses' notes. A glossary of terms used in audit review and PSRO's is included.

ISBN 0-8016-1210-1, 442 pp. $14.95
Note: pages and price are approximate

NURSING CONCEPTS AND PROCESSES

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Written specifically for the Associate Degree (AD) nursing student, this text can be used effectively throughout the student's clinical and theoretical nursing experience. Topics extensively covered include: 1) health care relationships, 2) health illness relationships, 3) the observation-perception-communication process, 4) coping with illness, and 5) the learning process. Each chapter features performance objectives, end-of-chapter summary, discussion topics, suggested activities, and review questions. More than 150 charts and tables summarized and reinforce unit content. Also, glossary and bibliography is provided for each chapter. The accompanying Instructor's Guide provides suggested answers, in addition to other valuable learning aids.

1318-7 (Text), 545 pp.	$ 7.95
1319-5 (Instructor's Guide)	$ 2.50

NURSING LEADERSHIP IN ACTION: PRINCIPLES AND APPLICATION TO STAFF SITUATIONS, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This revision emphasizes that leadership is a learned behavior pattern and that every nurse can organize her knowledge, skills and experiences to maintain a high quality of leadership. It offers a theoretical framework of predictive principles for use by the nurse leader, and practical examples of the utilization of these principles. This edition has been enlarged to include chapters on communications and changing, and reorganized for greater depth of coverage. Notes, sources, and bibliographies conclude each chapter.

ISBN 0-8016-1436-8, 226 pp. $ 7.25

NURSING PERSPECTIVES AND ISSUES

Delmar Publishers
50 Wolf Road
Albany, New York 12205

The first eight chapters of this text deal primarily with the development of nursing, and the remaining sixteen concentrated on nursing issues of today.

Contents: Influences of the Past - Primeval Medicine and Nursing, The Birth of Organized Nursing - The Nightingale Concept, Education for Nurses - The RN: Diploma Schools and Associate Degree Programs, Health Care and the Consumer - Contemporary Health Care, The Nursing Community and the Law - Professional Organizations, Opportunities to Grow - Employing Agencies and Job Opportunities, Glossary, Bibliography, Acknowledgements, and Index.

1314-4 (Text), 480 pp.	$ 7.50
1315-2 (Instructor's Guide)	$ 2.50

NURSING PROCEDURES FOR THE PRACTICAL NURSE

Instructional Materials Laboratory
Trade and Industrial Education
Ohio State University
1885 Neil Avenue
Columbus, Ohio 43210

Nursing Procedures for the Practical Nurse is a learner's manual designed to assist in the teaching of those principles of nursing which are normally the responsibility of the practical nurse. It has been developed by a representative committee of coordinators and instructors of practical nurse programs, who are experienced in formulating efficient methods of nursing education.

With over 100 illustrations, this 497 page manual contains 81 procedures and 68 assignment sheets. Each assignment sheet serves as a study guide covering the corresponding procedure(s) and the most essential information in the assigned references. The manual is organized to provide effective instruction in the preclinical and clinical phases. It will also be very useful for reference and review by the practical nurse after she is employed and for use in refresher courses. An individual progress record sheet provides an aid in keeping an accurate record of each student's assignment sheet progress.

This manual is an aid and timesaver for the instructor and will improve the program of instruction in the training of practical nurses.

The practice manual provides basic nursing procedures in nurse's aide training programs. Each procedure sheet gives: purpose, equipment needed, a step by step breakdown of the procedure, and important points to remember. These procedure sheets have been developed over a period of years by the Cleveland Public Schools Practical Nurse Staff and the Cleveland Hospital Council. Manuals are printed and plastic bound.

Learner's Manual	$ 4.00
Answer Book	$ 2.00
Practice Manual	$ 1.65

NURSING PROCEDURES FOR THE PRACTICAL NURSE: LEARNERS MANUAL

Instructional Materials Laboratory
1885 Neil Avenue
Ohio State University
Columbus, Ohio 43210

Nursing Procedures for the Practical Nurse is a learner's manual designed to assist in the teaching of those principles of nursing which are normally the responsibility of the practical nurse. It has been developed by a representative committee of coordinators and instructors of practical nurse programs, who are experienced in formulating efficient methods of nursing education.

With over 70 illustrations, this 264 page manual contains 75 procedures. The manual is organized to provide effective instruction in the preclinical and clinical phases. It will also be very useful for reference and review by the practical nurse after she is employed and for use in refresher courses.

NPPN-2	$ 4.00

NUTRITION AND DIET MODIFICATIONS

Delmar Publishers
50 Wolf Road
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A highly illustrated text-workbook that covers all data essential nutrients including sources, functions, deficiency symptoms, daily diets and specialty diet information. Follows Unit-Lesson format.

Contents: Elementary Nutrition, Planning Meals, Preparing Meals, Food for Mother and Baby, and Special Diets.

0324-6 (Text), 239 pp. $ 5.50
0325-4 (Instructor's Guide) $ 1.35

NUTRITION AND DIET THERAPY REFERENCE DICTIONARY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book contains more than 3,500 word entries relating to technical and scientific aspects of nutrition and diet therapy in disease. The in-depth encyclopedic treatment of terms, word cross-referencing, and appendix materials provide further knowledge and add fullness to the definitions. Emphasis on the biochemical aspect of nutrition is amplified by reaction diagrams in appendices.

ISBN 0-8016-2807-5, 342 pp. $ 9.95

OBSTETRICS FOR THE NURSE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text, which was originally designed to meet the need for trained obstetrical personnel in the face of a drastic shortage of qualified nurses, has been revised and expanded. New units include: The Male Reproductive System, Fetal Monitoring, and Disorders of the Newborn. Information has been added about mental health concepts, the Lamaze method, the father's role, and the Brazelton neonatal behavioral scale.

1330-6 (Text), 272 pp. $ 4.65
1331-4 (Instructor's Guide) $ 1.35

OPPORTUNITIES IN NURSING

Vocational Guidance Manuals
620 South Fifth Street
Louisville, Kentucky 40202

Opportunities in Nursing describes the esteemed and rewarding nursing profession. The scope of the book includes both licensed practical nurses and registered nurses.

Noting the importance of career preparation, new and traditional nursing education programs are analyzed. The significant factors of school/college selection, recommended curricula, costs, and financial aid are examined. Interesting examples of diverse careers for nurses are provided - in general and private practice, teaching, industry, and government. Working conditions, qualifications, salaries, advancement, and fringe benefits are described.

0-89022-232-0 (Hardcover) $ 5.50
0-89022-233-9 (Paperback) $ 3.50

PATIENT CARE TECHNIQUES

Bobbs-Merrill Educational Publishers
430 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This textbook offers both the philosophical concepts of patient care and specific procedures involved in that care. It is designed as a medium for the training (either in-service or in the school classroom) of such subprofessional groups as licensed practical (or vocational) nurses, nurse's aides, and orderlies. It is also well suited to the teaching of entry-level nursing students. The student is first given an overview of illness and its meaning, the organization of the health system, the roles and functions of all members of the health team, and the importance of good communication among the members of the health team and between the health team and the patients and their families. The introductory material is followed by detailed explanations of basic areas of nursing care, and concludes with the basic concepts of emergency care.

Contents: Illness and meaning; Health system organization; Health team: roles and functions; Communication with patients and their families with team members; Body mechanics; Preparing patients for examinations; medical and surgical asepsis; Sterilization; Drugs and Solutions; Emergencies, Index.

Text 61394, 98 pp.
list $ 6.35
education $ 4.76

PEDIATRICS FOR THE PRACTICAL NURSE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text-workbook emphasizes the child as a growing, changing, developing individual. The classroom-tested text covers the principles and procedures of pediatric nursing, medications and diets. Part one includes related instruction. Part two provides step-by-step procedures. Answers to review questions are in the Instructor's Guide.

0332-7 (text), 224 pp. $ 4.50
0333-5 (Instructor's Guide) $ 1.35

PEOPLE IN CRISIS

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This book will be of interest as a supplement in such varied fields as nursing (particularly psychiatric nursing), psychology, sociology, counseling, public health, and theology. It is about people in crisis and the individuals who help them. It signals a shift in emphasis from treating disturbed people to preventing their emotional and mental breakdown, and is based on the premise that there is no profession which can claim crisis intervention as its special domain.

420 pp. price unavailable

PHARMACOLOGY

Vocational Education Media Center
10 Tillman Hall
Clemson University
Clemson, South Carolina 29631

This curriculum guide is designed for an eighty hour course for licensed practical nurses. Arranged with stated student objectives, student learning activities, resources, and method of evaluation, it covers such units as math review - dosage, solutions; introduction to drugs; administration of medications; drugs, actions and uses; and evaluation.

14/1/73-4 $ 1.75

PHYSICAL THERAPY

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

Physical therapists are a significant part of the post-disease and post-injury health team. Employment opportunities for physical therapists are many and varied-including hospitals, schools, social agencies, sports medicine, research, private practice, and much more - and a full chapter is devoted to these. Also covered are educational and licensing requirements and how to get started in the field.

6563-0 Hard $ 6.60
6564-8 Soft $ 4.95

POLITICAL DYNAMICS: IMPACT ON NURSES AND NURSING

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book is designed to inform nurses about the political process in general, about specific health care legislation that is being passed or proposed without their participation, and to encourage them to gain a hearing for their opinions on what legislation should and should not be adopted in the health care field.

ISBN 0-8016-1245-4, 246 pp. $10.95

POLITICS OF PAIN MANAGEMENT

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This book focuses on the hospital and/or clinic setting within which nurses, physicians, and other health personnel interact with patients in pain. The direction of this study is sociological, organizational, and interactional, with many concrete examples. Three themes are developed. The first states that pain management takes place within organizational settings. The second is that political processes are involved in the interactions surrounding patients in pain. The third is that hospitals and the activities of the people who work in them are organized around a disease-oriented or acute-care model. The book discusses the relationships between organizations and the social worlds in which they are embedded, and emphasizes the need for organizational reform.

336 pp. $ 8.95

PRACTICAL NURSING CURRICULUM - A TEACHING PLAN

New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

A detailed outline of a full course for practical nurses including 765 class hours and 961 clinical hours. The 12 areas covered meet the curriculum requirements for approved schools of practical nursing in New Jersey. For each subject area, the guide includes: content to be covered, number of hours suggested, instructor's activities, student activities and assignments, and reading references. Each section includes a bibliography and lists of suggested audiovisual aids. Many sections have handout sheets which can be reproduced.

HL-37 $ 8.50

PRETEST SELF-ASSESSMENT AND REVIEW SERIES IN BASIC SCIENCES

Gregg-McGraw-Hill
Princeton Road
Hightstown, New Jersey 08520

Prepared by experts from leading medical centers, this outstanding 7 book series is an excellent reference, and resource, for those studying for the National Medical Boards, ECFMG, or FLEX. Each book contains 500 board-type multiple choice questions plus concise explanations of the answers and many graphs and illustrations. A current bibliography offers the opportunity to pursue any subject further through the reference provided.

Series consists of:

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Pharmacology: PreTest Self-Assessment and Review. 1976, 160 pages, (050793-7), $8.00m, soft.

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Biochemistry: PreTest Self-Assessment and Review. 1976, 175 pages, (050796-1), $8.00m, soft.

Epidemiology and Public Health: PreTest Self-Assessment and Review. 1976, 188 pages, (050797-x), $8.00m, soft.

Internal Medicine: PreTest Self-Assessment and Review. 1977, 240 pages, (050798-8), $16.00, soft. Referenced to the latest edition of Harrison's Principles of Internal Medicine and especially useful for physicians preparing for ABIM, MKSAP IV, or the ACP Recertifying Examination. Prepared by 15 faculty experts from leading American medical schools, it contains 750 Board-type multiple choice questions with black-and-white photographs, ECG's echocardiograms, x-rays, graphs, illustrations, and color photographs. Also features a section with correct answers, references, and concise paragraph-length discussions of the answers.

PRINCIPLES AND PRACTICES OF NURSING CARE

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This text prepares learners for elegibility as licensed practical/vocational nurses (LPN/LVN). In addition to helping develop the required competencies, the text helps readers learn how to approach a variety of typical problems and familiarizes them with the fundamentals for handling these problems, such as asepsis, body mechanics, and storage and administration of medications.

Each chapter begins with learning objectives and ends with questions, exercises, and enrichment activities. The final chapter explores professional organizations, licensing laws, legal facts the LPN/LVN should know, employment opportunities in various health care facilities, and the future of nursing. A glossary of terms is included for quick reference.

61770-8	(Text), 368 pp.	$12.95
61771-6	(Activities and projects)	$ 6.50
61772-4	(Teachers Manual and Key)	$ 3.50

PROBLEM-ORIENTED MEDICAL RECORD IMPLEMENTATION: ALLIED HEALTH PEER REVIEW, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Written from the nurse's point of view, this new 2nd edition continues to provide a detailed set of guidelines for nurses and allied health personnel in the use of P.O.M.R. to reduce confusion, duplication of effort and information, and serious omissions in patient record-keeping. The book first describes P.O.M.R., detailing its advantages. It also thoroughly discusses the system's implementation in all types of health care facilities; and it explains modification and/or computerization of the system, including safeguards, economics, and research.

ISBN 0-8016-0648-9, 200 pp. $8.25
Note: pages and price are approximate

P.S.R.O.: UTILIZATION AND AUDIT IN PATIENT CARE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Discussions are presented on elements of utilization, continuity of health care, audit reviews, legal aspects, and hospital evaluation and implementation for program design. Other topics include expectations of a sound review and hospital audit program, and interrelationships between utilization and quality care reviews. A brief glossary of frequently used terms, a list of acronyms, and a comprehensive appendix are included.

ISBN 0-8016-1209-8, 366 pp. $13.50

QUALITY ASSURANCE PROGRAMS AND CONTROLS IN NURSING

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

A guide for administrators of nursing service, this book centers upon the development of Quality Assurance Programs (QAP) and Quality Assurance Controls (QAC). It does not attempt to initiate new QAP's but rather recommends making those present programs more usable. Beginning with Systems and Management Science concepts, the book goes on to explore the development of QAP's and QAC's. Histories, POMR's, round, care plans, and audit and client evaluation are covered. Organizational analysis, leadership, and motivation are discussed as controls which nursing leaders may apply in formulating a quality assurance program. The future "state of the nursing discipline" is the subject of the concluding chapter.

ISBN 0-8016-1695-6, 172 pp. $ 6.25

REHABILITATION MEDICINE, 4th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The new edition reflects the current state of rehabilitation medicine as it affects every member of the rehabilitation team. A fundamental, yet comprehensive presentation, it provides updated chapters on self-help devices, orthotics, and prosthetics which incorporate recent mechanical advances, along with an expanded section on the use of electroneuromyography as a means of evaluation.

ISBN 0-8016-4213-2, 688 pp. $29.50

RESPIRATORY THERAPY IN CRITICAL CARE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Emphasizing the team concept of critical care, this book introduces critical care medicine from the standpoint of respiratory therapy. It considers such distinctive features of critical care as time constraints, difficulties of communication with patients, and problems of work overload in emergency areas. A general discussion of the pathophysiology of life-threatening illness or injury completes the first part of the book. Part two emphasizes the different varieties of critical care problems. Throughout, the focus is on respiratory evaluation and treatment. Specialized areas, such as coronary care, cardiopulmonary resuscitation, acute poisoning and burns, are considered individually to emphasize the primary aims of therapy.

ISBN 0-8016-3158-0, 143 pp. $ 6.50

REVIEW MATHEMATICS FOR NURSES AND HEALTH PROFESSIONALS: A TEXT-WORKBOOK ON SOLUTIONS AND DOSAGE CALCULATIONS

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This text is designed for students preparing for a career in the allied health professions. For allied health and nursing students who must eventually take a course in chemistry, the book includes scientific notation, evaluating formulas, the metric system, conversion of units, solving equations, and logarithms. It also provides a solid foundation for students who must take a standard course in algebra. The approach is intuitive and progresses from the specific to the general case. Each chapter begins with a list of behavioral objectives, contains drill exercises after each subsection, and concludes with a set of review exercises and sample tests. The answers to all exercises and sample tests are given in the end of the book.

291 pp. $ 8.25

REVIEW OF HEMODIALYSIS FOR NURSES AND DIALYSIS PERSONNEL: MOSBY'S COMPREHENSIVE REVIEW SERIES

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The completely current discussions in this updated review show the rapid expansion and new standards and programs in the field of hemodialysis. It is directed not only to nurses, technicians and dialysis personnel, but also to patients and their families. The question-and-answer format has been expanded extensively to discuss home dialysis in detail. General background, basic principles and a broad overview of dialysis are presented, along with such topics as mass transfer, water treatment, and maintenance hemodialysis; the glossary is expanded.

ISBN 0-8016-1993-9, 276 pp. $ 8.75

REVIEW OF LEADERSHIP IN NURSING, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The concise format of this text crystallizes much information on the varied aspects of nursing management and leadership. The scope of this second edition has expanded to consider management-leader skills required in all current systems of care, not just team nursing. Revised in accordance with contemporary thinking and practice, the text helps students develop the leadership skills necessary to function in formal and informal settings, and in a variety of relationships. The author has added new material on management of nursing service. She also presents a new chapter on effecting change: how the nurse assesses the need for change, predicts the probability of its success, and decides what procedure should be followed to effect change.

ISBN 0-8016-1442-2, 184 pp. $ 6.25

REVIEW OF PSYCHIATRIC NURSING

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

An overview of current concepts and practices in mental health nursing, this new resource book bridges the gap between theory and clinical experience. This is the first review book in psychiatric nursing to use an easy format; it prepares students for state board exams and serves as a concise handbook for nurses returning to the profession.

ISBN 0-8016-0090-1, 172 pp. $ 5.50

SELECTED MEDICAL TERMINOLOGY

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Sponsored by the United Hospital Fund of New York, this text is an indoctrination into the stems, prefixes, suffixes, roots and meanings of medical terms for non-professional personnel.

Text	$18.00
Leaders Guide	$ 3.00

SHOCK SYNDROME

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This publication is intended to provide the nursing student and the practitioner of nursing with a ready reference and compilation of knowledge about a complicated set of clinical manifestations called shock. The material is organized into an introductory module viewing shock in its totality, and four satellite modules that explore the individual features and manifestations of hematogenic, Neurogenic and Vasogenic Shock. Diagrams and charts are used to illustrate, clarify and organize content. Self checks, a pretest and a posttest are included with each module to allow the learner to carry out progressive self-evaluation. Representative clinical situations that illustrate the assessment and intervention components of the nursing process are emphasized.

128 pp. price unavailable

SIMPLIFIED MEDICAL DICTIONARY

Delmar Publishers
50 Wolf Road
Albany, New York 11205

The Simplified Medical Dictionary is designed to serve as a practical working tool for those who must deal with unfamiliar medical terms. The dictionary lists commonly used medical terms by prefix or suffix.

Content: How to Use this Dictionary, General Abbreviations, Weights and Measures, Glossary of Prefixes... Glossary of Suffixes, and Sample Laboratory Forms.

1786-7, 276 pp. $ 7.11

EL SISTEMA NERVIOSO HUMANO/THE HUMAN NERVOUS SYSTEM

The Bilingual Publications Company
1966 Broadway
New York, New York 10023

Major sections deal with neurohistology, the regional anatomy of the nervous system, and the major sensory and motor systems. Although the text is primarily anatomic, functional aspects are referred to, as well as examples of clinical conditions that pertain to specific regions and systems. Numerous line drawings, photomicrographs and electron micrographs complement the text.

402 pp. $13.50

SO YOU WANT TO BE A NURSE

Harper & Row, Publishers, Inc.
10 East 53rd Street
New York, New York 10022

The text outlines different types of training programs available. Phases of nurses' training and various nursing duties are discussed. Problems and rewards of the profession are presented.

Text $ 6.79

STUDENT'S WORKBOOK FOR LEARNING MEDICAL TERMINOLOGY STEP BY STEP

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This workbook consists of exercises which include multiple choice, fill-in and short answer questions; matching definitions and statements with medical terms; anatomy identification; and analyzing words as a whole from a breakdown of components. Although the book presents exercises on physiology, knowledge of diseases, operations and medical conditions, the most comprehensive tests for each chapter deal with word analysis.

ISBN 0-8016-5653-2, 156 pp. $ 5.50

A SURVEY OF HUMAN DISEASES

The Benjamin/Cummings Publishing Company, Inc.
5258 Guion Road
Indianapolis, Indiana 46254

This introductory pathology textbook is designed for allied health and nursing students. It surveys the pathophysiologic bases of diseases. Discussions of advanced biochemistry and basic sciences have been simplified. Each chapter begins with a list of learning objectives and content outline, enabling students to focus attention on the important concepts presented. Vocabulary is built using familiar words in context whenever

possible, with synonyms italicized next to the more complex medical terms. Line drawings illustrating pathophysiologic mechanisms and photographs and photomicrographs of diseased organs and tissues are used for clarification. Unusual disorders are discussed, to demonstrate fundamental processes.

464 pp. price unavailable

SYNOPSIS OF CLINICAL PULMONARY DISEASES, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This pocketsized reference provides a concise yet complete overview of most common pulmonary problems faced in clinical practice. In convenient outline format - ideal for quick reference or review - it discusses definition, etiology, pathology, clinical manifestations, differential diagnosis, and management and treatment of each disease entity. Specific problems examined include: bronchial asthma, acute respiratory failure, pulmonary neoplasms and mediastinal diseases.

ISBN 0-8016-3430-x, 288 pp. $10.00
Note: pages and price are approximate

UNDERSTANDING HUMAN BEHAVIOR: A GUIDE FOR HEALTH WORKERS

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Presents elementary psychological principles in a perspective appropriate for all health workers who come in contact with patients. This textbook stresses the importance of understanding yourself and others and the application of that knowledge to the patient relationship. Primarily intended for use in orientation classes and in preparation for clinical experience.

Contents: On Becomming a Health Worker, Striving to Understand Human Behavior, Behavior and Problems in Living, Striving to Become an Effective Health Worker, and Practicing Effective Interpersonal Relations.

0338-6, 224 pp. $ 4.20

THE VITAL SIGNS: WITH RELATED CLINICAL MEASUREMENTS, A PROGRAMMED PRESENTATION, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Updated and enlarged, this edition of an unusual text incroporates new material on fetal heart rate and measurement of central venous pressure. Reorganized bibliographies, to be used as special section references, and improved programming make the book systematic as well as comprehensive. The effective programmed format explains basic concepts and scientific rationale as it familiarizes students with the use of common equipment and teaches them the manipulative skill they need to obtain accurate vital signs.

ISBN 0-8016-3336-2, 144 pp. $ 6.50

WARD CLERK SKILLS

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

Specially designed for ward clerk training, this book is appropriate for self-paced and individual study. Part of the Gregg-McGraw Hill Nursing and Allied Health Series, the text presents all the information and skills trainees need for successful performance as ward clerks. They need no previous experience in nursing or any other health occupations to use the text successfully.

Chapters begin with stated objectives and end with review questions and activities.

Contents: Introducing the Ward Clerk, Orientation to the Hospital Setting, Medical Terminology, Communication Responsibilities, Clerical Responsibilities: Unit Management, Obtaining and Maintaining Services, Clerical Responsibilities: The Medical Record, Admissions, Transfers, and Discharges, Transcribing Doctors' Orders. Medication Orders, Orders for Laboratory Tests, Diagnostic Procedures/Special Therapies, Nursing Treatments and Surgical Orders, Progression to Unit Manager, Index.

51176-4 (Text), 160 pp. $ 5.30
51177-2 (Instructor Manual and Key) $ 2.25

ADVANCED NURSE ASSISTANT

Kansas Vocational Curriculum Center
P. O. Box 60
Room 115, Willard Hall
Pittsburg State University
Pittsburg, Kansas 66762

This resource includes: Four Sections Containing 16 Instructional Units

Section I: Orientation.

Section II: Surgical Asepsis, Methods of sterilization, Surgical Equipment and Sutures.

Section III: Admission and Ante-Partum Care, Preparing for Delivery, Postpartum Care of the Mother, Infant Characteristics, Care of the Infant, Feeding the Baby, Working in the Nursery.

Section IV: Emergency Care, Heart-Lung Resuscitation, Emergency Care of Cardiac Patients, Treatment for Respiratory Distress.

Teacher's Guide	$10.00
Student's Guide	$ 6.50

ADVANCED NURSE ASSISTANT: A COURSE OF STUDY

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

A 30 hour advanced course of instruction for nurse assistants: 379 pages, 1971 edition.

IE-15-I (Text)	$10.00
IE-15-S (Student Materials)	$ 5.50

ASSISTING THE HEALTH TEAM: AN INTRODUCTION FOR THE NURSE ASSISTANT

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book provides the nursing assistant with a foundation for patient care in a variety of types of institutions. The normal, healthy person is described, followed by a thorough delineation of how to observe illness, how illness affects the patient, and how to care for the patient - both emotionally and physically. Discussions give special attention to the aged and bedfast patient. The chapters on diet and special treatments offer suggestions applicable to most institutions. The latter chapter, typifying the thorough handling given all topics, includes details on enemas, intake and output, specimens, catheter, heat treatments, cold treatments and applying binders and elastic wraps.

ISBN 0-8016-0764-7, 214 pp. $ 6.50

EVALUATION MATERIALS FOR NURSING ASSISTANT PROGRAMS CURRICULUM GUIDE

Trade and Industrial Education
State Department of Education
Richmond, Virginia 23216

This evaluation guide was developed for use with Nursing Assistant programs in secondary schools, rehabilitation centers and hospitals. Instructors may utilize the guide as assignment sheets or as unit tests, whichever is deemed most advantageous for students.

price unavailable

HEALTH OCCUPATIONS EDUCATION: NURSING ASSISTANT PROGRAM

Trade and Industrial Education
State Department of Education
Richmond, Virginia 23216

This curriculum guide offers teaching suggestions for nursing assistant courses in the public schools. The nursing assistant curriculum should be developed and implemented to prepare the selected beginner with the knowledge, initial skills and background necessary to bridge a vital gap between the technical and personal care of a patient. The guide includes a complete curriuclum.

price unavailable

HOSPITAL HOUSEKEEPING INSTRUCTOR'S GUIDE

Instructional Materials Laboratory
Trade and Industrial Education
Ohio State University
1885 Neil Avenue
Columbus, Ohio 43210

This is a manual of procedures for developing an organized training program for hospital housekeeping personnel. It is equally adaptable for establishing training programs in housekeeping in any type of institution or organization. It contains 43 job breakdowns relating to housekeeping, sections on setting up an instructional program, general instructions and sample forms and reports to be used in the training program. The guide can be used for individual or group instruction. In addition to training new personnel, this guide will prove valuable in raising the proficiency level of an existing staff of housekeepers.

The training packet contains: sample reports and forms in the Hospital Housekeeping Instructor's Guide in blank form. A packet of these consists of 10 copies each of the Skill Inventory and Classroom Record and 50 copies of the Individual Employee Record, an adequate supply for a staff of fifty.

HHIG-1 (Instructor's Guide	$ 2.50
IITP-2 (Training Packet)	$ 1.25

HOW TO BE A NURSE'S AIDE IN A NURSING HOME

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Handbook and in-service program for the nursing aide in a nursing home; newly revised. Photographs illustrate many areas of long-term care. Designed as a self-teaching guide or as a supplemental in-service staff training tool.

Handbook, 120 pp.	$10.00
Instructor's Guide for a continuing in-service program based on the handbook (at least 50 sessions)	$35.00

INTRODUCTION TO NURSING CARE

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This text presents the competencies needed to become a nursing assistant. To effectively prepare the future health care worker, it provides valuable information that contributes to an overall understanding of patients and of the total nursing plan. Also discussed are the stages of the patient's life cycle that must be considered by the assistant in order to administer the proper type of patient care. A complete nursing care procedures section details the assistant's responsibilities in a step-by-step format, enabling readers to learn exactly what role the Nurse Assistant plays in relation to other members of the health care team. Equipment required for each procedure is also covered. To facilitate achievement, each chapter begins with goals, and, where appropriate, ends with assignments and activities to help readers apply newly learned skills and knowledge. A glossary of terms is included for easy reference.

32595-2 (Text), 224 pp.	$ 8.60
32596-0 (Teachers Manual and Key)	$ 3.50

MEDICATION ADMINISTRATION FOR UNLICENSED PERSONNEL

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

The official text for students enrolled in state approved programs designed to meet the legal requirements concerning drugs and drug administration. Minnesota Department of Health developed this text (item 806). Item 807 is the official text to be used with item 806 in teaching State approved programs on drug administration for unlicensed personnel. This is a student manual supplementing the yellow book by covering the ICF-MR portion of the program.

806 (Text)	$ 3.00
807 (Student Manual)	$ 4.50

NURSE ASSISTANT

Kansas Vocational Curriculum Center
P. O. Box 60
Room 115, Willard Hall
Pittsburg State University
Pittsburg, Kansas 66762

This resource includes: Four Sections Containing 13 Instructional Units.

Section I: Orientation of the Nurse Assistant to the Health Institutions, To the Occupations.

Section II: Bedmaking, Patient Cleanliness, Body Elimination, Nutritional Needs.

Section III: Vital Signs, Admission, Discharge, and Physical Examination, Positioning and Body Mechanics, Application of Cold and Heat.

Section IV: Medical Asepsis, Preoperative and Postoperative Care, Care of the Aging, the Dying, and the Dead.

Teacher's Guide	$10.00
Student's Guide	$ 6.50

THE NURSE ASSISTANT

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text instructs the student in basic bedside procedures with an emphasis on patient-centered care. The contents range from the basic skills of bedside care to more specific care techniques and will prepare the student for employment in a health facility. Each unit contains a step-by-step description of the procedure, numerous photographs, and a list of equipment needed. A brief summary, review questions, and suggested activities complete each unit. In addition, several units deal with emergency procedures and tips on preparing for employment. The accompanying Instructor's Guide contains answers to all review questions, photographs of equipment, suggested audiovisual presentations, and forms for performance evaluation.

1620-8 (Text), 208 pp.	$ 4.95
1621-6 (Instructor's Guide)	$ 1.35

THE NURSE ASSISTANT, 2nd ED.

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This new edition of the comprehensive teaching textbook on the functioning of the nurse assistant has been reorganized to follow the order of topics currently being taught in schools of nursing. Two completely new chapters "Care of the Geriatric Patient" and "Care of the Emergency Room Patient" have been added. The chapters on colostomy care, respiratory therapy, and care of the orthopedic patient have been rewritten to include the most recent research and techniques, and the chapter on "Care of the Dying Patient" now includes the stages in the dying process identified by Kubler-Ross. In addition, there is now material on the use of disposables; legal aspects of the nurse assistant's job; the level of consciousness or unconsciousness (the fifth vital sign); apical pulse, CPR; application of heat and cold; and blood pressure. Details of new procedures, equipment, and responsibilities have been updated and geared specifically to the nursing assistant.

017675-2 (Text), 512 pp.	$10.95
017676-0 (Instructor's Manual)	$ N.A.

NURSE ASSISTANT: A COURSE OF STUDY

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

This resource contains units of instruction for 60 hours in the following areas: orientation; meeting patient's basic needs; meeting patient's particular needs; meeting patient's special needs; 431 pages, 1971 edition.

IE-14-I (Text)	$10.00
IE-14-S (Student Materials)	$ 5.50

THE NURSE ASSISTANT IN PSYCHIATRIC AND GENERAL HOSPITALS: A TEACHER'S GUIDE

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource consists of the following units: Introduction to Nursing, Introduction to Hospitals, Morning Care, Treatment Time, Afternoon Responsibilities, Patients with Special Needs, Caring for Mother and Infants, Caring for the Mentally Ill. Appendices include appropriate forms, personal trait list, procedure list, job description.

HL-47	$ 4.50

NURSE AID: REVISED ED., 1975

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

Completely reorganized, using fewer reference texts than the earlier guide; emphasizes what the nurse aide does, why it is important to the patient and how the nurse aide works with health care professionals; covers orientation to the job, basic duties and techniques, basic patient care, body structure and function and special patient care; 51 assignments. Required references: Cherescavich, A Textbook for Nursing Assistants, 3rd ed., 1973, C. V. Mosby; Anthony, Structure and Functions of the Body, 4th ed., 1972, C. V. Mosby; and Thomas, ed., Taber's Cyclopedic Medical Dictionary, 12th ed., 1973, F. A. Davis.

Student's Guide	$ 5.50
Coordinator's Guide	$ 6.00
Additional Tests and Work Sheets	$ 3.00

NURSE AIDE: A SUGGESTED GUIDE FOR A TRAINING COURSE

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

The main headings in the Table of Contents are: Training Course for Nurse Aide (six subheadings); Course Units (21 units); Bibliography; Visual Aids; Appendices (six, including suggestions on equipment and supplies.)

HL-51	$ 3.25

NURSE'S AID

Trade and Industrial Education
Instructional Materials
P. O. Box 2847
University, Alabama 35486

The study guide consists of a complete analysis, progress record and 81 assignment sheets. Required references: HEALTH ASSISTANT, 1973, $ 4.35, Delmar Pub.; TEXTBOOK OF BASIC NURSING, 2nd Ed., $10.75, J. B. Lippincott Co.

File No. 319	$ 2.50
Answer Book 319-A	$ 2.50
Test 319-T	$ 2.00
Test Answers 319-TA	$ 1.00

Note: Order by title and file number.

ADVANCED PARAMEDIC PROCEDURES: A PRACTICAL APPROACH

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Practical aspects of emergency care are the focus of this book. Coverage includes the most advanced paramedic procedures during pediatric emergencies, pacemaker failure, ventricular fibraillation and cardiac arrest. Simple line drawings clearly illustrate techniques, equipment, and concepts essential to the emergency medical technician. Self study exercises and a check list help the student evaluate performance in the delivery of emergency care.

ISBN 0-8016-5351-7, 170 pp. $ 6.50

AN ANNOTATED BIBLIOGRAPHY FOR HEALTH OCCUPATIONS

Illinois Office of Education
Division of Adult, Vocational and Technical Education
100 North First Street
Springfield, Illinois 62777

This resource is designed to assist teachers and students at the secondary level in selecting printed and audio-visual materials that are related to secondary health occupations.

price unavailable

BASIC SCIENCES FOR HEALTH CAREERS

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This text provides comprehensive coverage of the basic concepts of science and their relationship to normal and abnormal human structure and function, an area of study common to all health careers. Although emphasis is placed on normal anatomy and physiology, the relationships between normal and abnormal function and between health and disease are recurrent themes. All of the major systems of the body are discussed. Students are also introduced to genetics, nutrition, microbiology, and human growth and development in a concise, readable, and easy-to-understand manner.

71195-X (Text) $12.95
71196-8 (Activities and Projects) $ 6.50
71197-6 (Teachers Manual and Key) $ 3.30

CLUSTER CURRICULUM FOR HIGH SCHOOL JUNIORS AND SENIORS: AN EXEMPLARY PROJECT

Indiana Curriculum Materials Center
TAW 200, Indiana State University
Terre Haute, Indiana 47809

This resource provides a full report of the three year project developed under a grant from the Indiana State Board of Vocational and Technical Education in cooperation with the Evansville-Vanderburgh School Corporation involving health occupations and health manpower needs.

$ 2.31

CURRICULUM GUIDE FOR OCCUPATIONAL SAFETY AND HEALTH TECHNICIANS

Chancellor's Office
California Community Colleges
Sacramento. California 94814

This guide includes definitions, typical tasks, suggested curriculum patterns and related course descriptions, as well as ten basic safety and technician course outlines.

price unavailable

THE DYNAMICS OF HEALTH CARE, 2nd ED.

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

The Dynamics of Health Care provides an overview of the health care field which correlates the interaction of organizations, government, personnel, and the consumer of health care services. The text covers all of the elements involved in the health care system in sufficient depth to provide a basic understanding, with the expectation that the teacher and students will then proceed to seek pertinent details relating to a particular profession. The book is written in a lucid, thought-provoking style that

makes for stimulating reading, and is suitable for students in two- and four-year colleges and in post-high-school certificate programs.

022142-1, 369 pp. $ 6.50

EMERGENCY FIRST AID

Career Aids, Inc.
8950 Lurline Avenue
Department T-4
Chatsworth, California 91311

This program shows personnel what to do and what not to do until medical care is available. The procedures demonstrated follow the very latest Federal Government emergency medical care recommendations.

Wounds: Procedures based on recent research on wounds and burns, including care of internal bleeding and infection.

Control of Bleeding: Control of hemorrhaging, including determining the severity of a wound, apply pressure to the wound or the supplying blood vessel.

Artificial Respiration: Current procedures for administering mouth-to-mouth resuscitation in the event of drowning, electric shock, breathing blockage, or poisoning. Emphasis is on drowning because it is a leading cause of accidental death.

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Fractures and Dislocations: Injuries to bones, joints, and muscles are presented together with procedures for quick recognition of these conditions. Includes head, neck, and spinal injuries.

Transportation of Injured: How to plan, prepare, and safely move the patient after it has been determined that transportation will not harm the patient further.

CX4700 Emergency First Aid,
Complete Program
6 color filmstrips
6 Cassettes and Guide $144.00

ESTADISTICA BIOMETRICA Y SANITARIA/ STATISTICS WITH APPLICATIONS TO THE BIOLOGICAL AND HEALTH SCIENCES

The Bilingual Publications Company
1966 Broadway
New York, New York 10023

This resource emphasizes the establishment and reinforcement of sampling distributions. As applied to specific health problems, these distributions make more concrete the abstract meanings of scientific data.

387 pp. $15.95

EXPLORATION OF HEALTH CAREERS CURRICULUM GUIDE, PUBLIC SCHOOLS OF THE DISTRICT OF COLUMBIA

District of Columbia Public Schools
Washington, D.C.

This resource was developed as an introductory course for secondary students interested in health careers. Students are exposed to an overview of the world of work and a firsthand view of career opportunities in the health service industry.

price unavailable

EXPLORING HEALTH CAREERS

New Jersey Vocational-Technical
Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

Primarily a teacher's guide, this resource is designed to interest and prepare students for health careers, but may also be used as a student manual. Includes a detailed description of over 20 careers, their duties, employment opportunities, earnings, and educational and personal requirements. For each career are listed visual aids, a bibliography, and sources for additional information.

HL-249 $ 4.75

FIRST AID IN EMERGENCY CARE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This new book provides the student with principles and guidelines for administering first aid care to sudden illness and trauma patients. It also supplies information needed to understand the nature of specific emergencies

as well as procedures required to initiate first aid care. Each chapter is structurally organized around these important points: a statement of need and purpose; descriptions of the causal conditions of each injury; discussions of the incidence and frequency of specific injuries; clarification of emergency conditions of problems; and a presentation of first aid procedures of each condition. Chapters conclude with both a summary and a listing of goals which the student should be able to demonstrate on completion of each section.

ISBN 0-8016-3757-0, 334 pp. $12.50

GREGG MEDICAL SHORTHAND DICTIONARY

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This comprehensive up-to-date dictionary contains fluent, expertly written Gregg shorthand outlines for over 4,500 medical terms accompanied by pronunciations and easy-to-understand definitions. A practical working tool for anyone involved in the medical field, it also includes a special reference section with definitions for common word beginnings and endings, commonly used medical abbreviations, and a list of modern drugs.

09504-3, 352 pp. $12.45

GREGG MEDICAL SHORTHAND MANUAL AND DICTIONARY, SIMPLIFIED

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

A combination text and reference, this book presents general hints and suggestions, common prefixes and suffixes, vocabulary, and general phrases relating to medical shorthand. A dictionary with outlines is included as a convenient reference.

58933-x $ 9.90

GUIDELINES FOR CONDUCTING HEALTH OCCUPATIONS COOPERATIVE EDUCATION PROGRAMS

Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103, Kilmer Campus
New Brunswick, New Jersey 08901

These guidelines are intended to assist schools in the development and expansion of quality cooperative education programs in the field of health occupations.

price unavailable

A GUIDE TO HEALTH FACILITIES: PERSONNEL AND MANAGEMENT, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This presentation makes the reader aware of his role in relation to others within the institutional environment. The authors first present an overview of health facility history and development; progress to an in-depth description of the duties and responsibilities of every member of the health care team; focus on management; and conclude by defining automation and illustrating how it can bring about optimum efficiency. This new edition incorporates all technological advances, as well as new health professional career opportunities that have evolved since the first edition.

ISBN 0-8016-4653-7, 222 pp. $ 6.95

HANDBOOK FOR EMERGENCY MEDICAL PERSONNEL

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This handbook is designed for the training of emergency medical personnel and written in such a manner that police officers, firefighters, rescue units, medical and nursing practitioners, and students will find it most useful. Utilizing clear, understandable language and explicit directions, it covers all phases of the Basic Training Course for Emergency Medical Technicians offered by hospitals, emergency services departments, and community colleges. Each phase is covered clearly and concisley, with many chapters having summaries of important points. An overview of anatomy and physiology and common diagnostic symptoms is presented at the beginning of the book. These topics are then developed in more detail in the following chapters, along with the emergencies and their treatments. All the latest, most important emergency techniques, including

cardiopulmonary resuscitation, are presented. There is also a listing which correlates available films and filmstrips to each chapter.

059518-6 (Text), 224 pp.	$ 7.95
059519-4 (Workbook)	$ N.A.
059522-4 (Instructor's Manual)	$ N.A.

HEALTH CAREERS AND MEDICAL SCIENCES

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This survey of the medical sciences and specialities is designed to interest those seeking a career in the fields of patient care. This textbook explains the divisions of medical science and shows the relationships of personnel within the medical-hospital environment. The discussion of the medical sciences and the description of the organs and systems as a basis for specialization have been written to stimulate an interest in patient care by those searching for a career and to give them some idea of what medicine is all about. The text is written to acquaint students at all educational levels with the wide variety of allied health career opportunities that are available, the titles of each, and the sources of detailed information regarding them.

61384 (Text), 96 pp.	
list	$ 5.20
education	$ 3.90

HEALTH CARE, YOUR JOB AND YOU

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

For non-supervisory employees. A refreshing course that develops job attitudes and teaches the employee how to work more effectively; how to interact with others at work; and an approach in self-development. Use individually or in group training sessions.

$ 3.00

HEALTH CLUSTER FOR SPECIAL NEED YOUNGSTERS IN THE MIDDLE SCHOOL

Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08901

This resource includes behavioral objectives, practical requirements, activities, equipment and supplies, and resources for seven units: Orderly, Mental Retardation Aide, Sanitary Assistant, Occupational Therapist, Kitchen Worker, Rehabilitation Counselor and Child Care Attendent. The unit on the Dental Assistant also includes clinical practice, laboratory procedures and clinical procedures.

price unavailable

HEALTH MEDIA REVIEWS

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

This resource consists of a collection of reviews which describes and evaluates audiovisual materials for the health educator. It covers the latest programs in nursing, emergency medical, physical therapy, inhalation therapy, medical lab technology, mental health technology, rehabilitation, and patient education. It comes in three issues: April, August, and December.

Year $ 62.00

HEALTH OCCUPATIONS: CLINICAL ROTATIONS AND LEARNING PACKETS

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource consists of a one-year introductory course in 12 different health-occupation units. The fall semester includes classroom work and field experiences, and the spring semester includes both clinical experiences and related individual learning packets. The book contains a course outline, a plan for the clinical rotations, and a set of learning packets. The packets are in the form of worksheets to be filled in by the

student, based upon individual, supervised study.

HL-483 $ 4.50

HEALTH OCCUPATIONS: A CURRICULUM MANUAL

George S. Amsbary
Director of Curriculum Development
Vocational Instruction Unit
New Mexico State Department of Education
Education Building
Santa Fe, New Mexico 87503

This resource is an exploratory curriculum manual for secondary students, based on behavioral and performance objectives, with exemplary hands-on-experience job sheets, detailing duties, qualifications, earnings, working conditions, and outlook for approximately 50 health-care occupations, plus general orientation to health occupations. Approximately 350 pages, 8½ x 11" drilled for standard 3 ring binder, published in 1976.

HOE-0176-T (Teacher)	$10.00
HOE-0716-S (Student)	$ 4.00

HEALTH OCCUPATIONS EDUCATION: TRAINING PLANS FOR HIGH SCHOOL COOPERATIVE HEALTH OCCUPATION EDUCATION PROGRAMS

Indiana Curriculum Materials Center
TAW 200, Indiana State University
Terre Haute, Indiana 47809

This resource provides model cooperative high school training for fourteen health areas including: Dental, Psychiatric, Obstetrical Technician, Physical Therapy, Veterinarian Assistant, Medical Emergency Technician.

$ 1.75

HEALTH OCCUPATIONS PERFORMANCE EDUCATION MODULES

Indiana Curriculum Materials Center
TAW 200, Indiana State University
Terre Haute, Indiana 07809

Each of the titles includes a learning module, a set of black and white prints for duplication and a master test. The performance based modules include learner instructions, objectives, activities and resources. A number of learner options are provided. A student brochure and teacher's instructional guide for the set are also available. 35mm slides and cassette tapes may be purchased separately to accompany the modules.

Teacher's Guide	$ .25
Student Brochure	$ .25
Prices Per Module	
Learning Module, including Black & White Prints and Master Test	$ .65
35mm slides and Cassette Tape to accompany Module	$ 3.00
Complete set of all 5 Modules, slide/tape sets and guides	$18.75

HEALTH OCCUPATIONS: TASK INVENTORIES/ STRATEGIES FOR CURRICULUM

Instructional Materials Laboratory
Ohio State University
1885 Neil Avenue
Columbus, Ohio 43210

The purpose of this manual is to provide vocational educators with a resource that explains how task survey techniques can be used in developing and maintaining valid vocational curriculum. Included in the manual are five sections: Using Task Lists in the Survey Process, Occupational Analysis, Performance Objectives, Scope and Sequence and Tasks for Health Occupations Careers. A complete appendix is also included.

price unavailable

IMMEDIATE CARE OF THE ACUTELY ILL AND INJURED, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The new 2nd edition of this book has been revised in accordance with comments from users of the 1st edition. Reorganized to provide more convenient access to information and updated to reflect contemporary advances, the book continues to focus on immediate care situations - those first moments after an emergency medical problem develops. Chapters on cardiopulmonary resuscitation and animal and insect contact are updated. The author also includes a new chapter on the alcoholic patient. Question and answer sections at the end of each chapter are other useful new features. The content and manner

of presentation make this an effective resource for all medical and allied medical personnel involved in emergency care.

ISBN 0-8016-4783-5, 250 pp. $ 5.95
Note: pages and price are approximate

INTRODUCTION TO ALLIED HEALTH CAREERS: TEACHERS MANUAL

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource was prepared for the U.S. Office of Education, Department of H.E.W., by the Vocational-Education Division, University of California. It is a detailed manual of curricular materials and instructional outlines covering a tenth-year program in the health-career field. Divided into three modules: 1) Orientation to the Health Care System - an overview of health-care facilities, occupations, problems, and practices; 2) Meeting the Needs of the Patient - the ways in which health-care personnel function, as related to numerous fictitious case histories; 3) Working in the Health-Care Community - built around a final 4 weeks of actual work in the field. Some instructional materials for students cover in detail such topics as taking pulse and BP readings; metric system; use of the microscope; cardio-pulmonary resuscitation; preparation of consents, releases, incident reports; legal aspects; and ethics. Contains many case histories, some dramatizations, and many tests.

HL-263 $13.00

INTRODUCTION TO HEALTH PROFESSIONS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This new second edition continues to supply needed educational and occupational information on more than 20 health careers. New material in this text includes current educational requirements and recent legislation that affects various health professions. Each profession is dealt with by an expert in that field. A brief account of the development of the profession is given with a description of its unique contribution to health care. A comprehensive view of the newer emerging professions provides a look at how they fit into the total health picture. A section on expected opportunities for employment in each field is also included. The text is written in a clear and concise manner and provides many case examples. sources of further information, and bibliographies.

LLC 75-31827, 212 pp. $ 6.95

MANAGEMENT PROCEDURES

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

This textbook is presented as a guide to the areas of responsibility that the prospective health care manager will be required to learn in order to operate effectively and to progress in his chosen field.

Contents: The delivery of health care; Management functions in allied health; Personnel supervision; Buying materials; Stocking and inventory; Bids, contracts and agreements; Quality assurance; Cost analysis; Cost of equipment and utilization; Space utilization; Budget preparation; Money accountability; Materials accountability; legal, moral, personal responsibilities; Safety, Records, reports, accreditation and instructions.

61397 (Text), 104 pp.
list $ 5.70
education $ 4.28

THE MEDICAL SECRETARY: TERMINOLOGY AND TRANSCRIPTION, 3rd ED.

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

Primarily a medical shorthand skill-building text, The Medical Secretary is designed to help develop competency in working with medical correspondence and professional records. Also covered are major medical office procedures, routines, and activities that relate to the semitechnical responsibilities of a medical secretary. The principle medical roots, prefixes, and suffixes used in medical

literature are logically classified and presented. A shorthand preview with selections for dictation is provided, and connected matter is presented in shorthand and in print for reading, writing, or taking dictation. Medical correspondence is presented in two lessons of each five lesson sequence. Specialized medical forms, records, and procedures are reviewed or outlined for each lesson.

Gregg Test-Tapes for Medical Dictation and Transcription. This set of 15 tapes provide instruction and dictation from 15 fields of medicine to reinforce the speed development portion of selected lessons from the text. Speed Track 1 ranges from 50-60-70-60 wam to 100-110-120-110 wam. Speed Track 2 ranges from 60 to 100 wam. A transcript is included with each set.

Enrichment Tapes for Medical Dictation and Transcription. Following the same sequence as the chapters from the text, this set of 15 tapes provides one-time dictation based on surgical reports, case histories, and letters concerning actual surgery and treatment of patients by practicing surgeons and physicians. Each tape contains two 15-minute recordings. A transcript is packaged with each set.

53586-8	(Text)	$14.20
53589-2	(Students Transcript)	$ 4.60
89380-2	(Gregg Text Tapes Reel to Reel)	$295.00
87340-2	(Gregg Text Tapes Cassette)	$290.00
89360-8	(Enrichment Tapes Reel to Reel)	$195.00
87445-x	(Enrichment Tapes Cassette)	$185.00
89376-4	(Enrichment Tapes Transcript)	$ 4.75

MEDICINE IN A CHANGING SOCIETY, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This revision reflects the substantial changes in the rhetoric surrounding health care delivery since the first edition was written. New chapters cover concepts of primary care, health maintenance organizations, progress in patient care, and alternatives for financing health care. Chapters have been updated to include an evaluation of the impact of many new programs of the late sixties, such as community mental health centers, Medicare, and Medicaid. The force of consumerism on the health system is reflected in chapters which describe consumer expectation of health professionals and health service and in a description of the currently proposed national health insurance plans by Senator Edward Kennedy.

ISBN 0-8016-1044-3, 254 pp. $ 5.25

A MODEL CURRICULUM FOR 10th GRADE HEALTH OCCUPATIONS

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

The purpose of this book is to apply the systems-analysis technique to develop a broad-based 10th grade curriculum consisting of selected concepts and skills common to the health occupations. It offers exploratory experiences with these common concepts and skills to assist students in their career choice, which normally occurs in the 11th grade. The course analyzes and synthesizes the tasks common to the various health occupations and presents these to students in a systematic manner. The course is organized around five basic functions which cut across the health occupations; Managing and Supervising, Communicating, Diagnosing and Treating, Supporting Services, and Professional Services.

HL-271 $ 8.75

NATIONAL HEALTH RELATED ITEMS CODE DIRECTORY, FIRST EDITION, 1974

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

This resource consists of a computer-produced listing which is the result of a four year cooperative effort by government and private industry to establish a standardized identification system for processing of health-

related items information. Included in the directory are coded identifications of medical and surgical treatment products and other health-related items generally used in the diagnosis, care, and treatment of patients. 1975.

017-012-00230-7, 936 pp. $ 9.40

OCCUPATIONAL CHILD DEVELOPMENT

Kansas Vocational Curriculum Center
P. O. Box 60
Room 115, Willard Hall
Pittsburg State University
Pittsburg, Kansas 66762

This resource includes: Seven Sections Containing 35 Instructional Units.

Section I: Introduction.

Section II: Employment in Child Care Occupations, Job Orientation, Roles of the Child Care Worker, History of Early Childhood Education, Observation of Children.

Section III: Beginning a Family, Prenatal Care, The Birth and Delivery of the Baby, Care of Mother, Management of Parent Responsibilities, Infancy.

Section IV: Introduction to Development, Developing a Positive Self-Image, Language Development, Motor Development, Sensory Development, Concept Formation, Development of Daily Living Skills, Social and Emotional Development, Guidance and Discipline.

Section V: Value of Play, Toys, Dramatic Play, Art, Music, Children's Literature, Science, Games, Enrichment, Career Awareness.

Section VI: Child Nutrition, Child Health and Safety

Section VII: Middle Childhood, Exceptional Child.

Teacher's Guide	$ 9.00
Student's Guide	$ 6.00

ORGANIZATION AND ADMINISTRATION OF HEALTH CARE, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This reference emphasizes the reorganization of health care administration into a flexible framework, and underscores the need to break away from traditional patterns of organization and administration of health care facilities.

ISBN 0-8016-1472-4, 286 pp. $ 15.00

ORIENTATION TO HEALTH OCCUPATIONS

Instructional Materials Laboratory
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65201

This instructor's guide contains 21 units in various health areas such as: interpersonal relationships and the health care team; introduction to pharmacology; pediatrics; geriatrics; mental health; communications and management; orientation to employment and post-secondary education. Also included are procedures for the many tasks essential in health, such as washing hands, etc.

Text	$20.00
Study Guide	$ 9.00
Transparencies	$33.30

Note: All out of state orders please add 6.5%

ORIENTATION TO HEALTH SERVICES

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This book is planned for use as a textbook in a beginning course for students entering the field of health care. It provides a broad overview of the field, from its historical background to the various problems students are likely to encounter during training or after they become professionals or paraprofessionals. It discusses the difficulties as well as the rewards of health care service, not only in its clinical aspects but in its economic, legal, and ethical aspects as well. If desired, it can be used, as a guide for community groups, school counselors, and other interested in the health problems of their communities.

61434 (Text), 141 pp.	
list	$ 7.95
education	$ 5.96
61435 (Teacher's Manual)	$ 2.50

PSYCHOACTIVE DRUGS: A GUIDE FOR PUBLIC SAFETY AND SOCIAL SERVICE PROFESSIONALS

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This text/handbook is for non-medical therapists, paraprofessional health care workers, and public safety and social professionals and students. It is a nontechnical review of the use and abuse of licit and illicit mind altering drugs. No prior knowledge of chemistry, pharmacology, or social psychology is required. A descriptive introduction to the brain and central nervous system precedes the main sections on drugs and drug abuse. The drugs are organized by their effect on the central nervous system and are discussed in light of the drug cult's perception of the effects, i.e., downers, uppers, highlighters, and scramblers. There is a glossary of "street" terms and phrases, and a final section that treats drug abuse and effects from a Transactional Analysis framework. Pertinent California and Federal Health and Safety Codes and penalties For drug abuse are included in the Appendices.

75 pp. $ 3.75

SAFETY GUIDE FOR HEALTH OCCUPATIONS PROGRAMS

Indiana Curriculum Materials Center
TAW 200, Indiana State University
Terre Haute, Indiana 47809

This resource provides general rules and guidelines in areas such as office-clerical, radiology, laboratory, surgery, maintenance and housekeeping.

No charge while current supply lasts.

TECHNOLOGY FOR CHILDREN: EXPLORING HEALTH OCCUPATIONS

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

The kit includes 166 8½ x 11" cards, in three types, for use by children in grades K through 6, covering 10 units of exploration. Activity cards suggest health-occupations experiences, to increase their awareness of the value of good health and how to maintain it. Detailed direction cards guide students in independent and group assignments. Information cards provide related reference material.

CE-477 $15.00

TEXTBOOK OF BASIC EMERGENCY MEDICINE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Based on necessary functional skills, this text is designed to provide a sound practical approach to the provision of initial emergency care similar to that which would be given in actual emergency situations. Normal and pathological anatomy and physiology, as well as natural history of disease, are discussed in sufficient detail to enable the practitioner to provide therapy on a rational basis.

ISBN 0-8016-3448-2, 24[illegible] pp. $ 8.25

TOPICS FOR THE HEALTH CARE MANAGER

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

This text is designed to help upgrade the performance of health care managers at all levels. Topics include adopting a systems and scientific viewpoint, manpower utilization and development, determining goals, the role of personnel administration and organization and management.

$10.00

TRANSACTIONAL ANALYSIS IN HEALTH CARE

The Benjamin/Cummings Publishing Company, Inc.
5851 Guion Road
Indianapolis, Indiana 46254

This book offers a structure and simple tools to help beginning workers in the health care field analyze the behavior of people in the hospital milieu. It can be used on many different levels of health care

teaching, as it is simple and appropriate in a human sense. The writing style is informal, colloquial, and flows in a logical fashion. Information is accurate and clearly stated with adequate examples. Aspects of psychiatric nursing not formally addressed in many general programs are dealt with frankly. Behavioral objectives are presented at the beginning of each chapter, with numerous practical examples and exercises to aid the student in reducing anxiety and relating effectively.

160 pp. price unavailable

VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS: HEALTH OCCUPATIONS EDUCATION

United States Government Printing Office
Superintendent of Documents
Washington, D. C. 20402

Annotated listings of curriculum materials suitable for vocational education programs. All materials are available from State education agencies. Listings are by subject matter and by the State from which they are available, and each listing includes a short description of the material, its price, and information on how to order it.

S/N 017-080-01343-6, 42 pp. $ .80

THE WORLD OF HEALTH OCCUPATIONS: A TWO-YEAR COOPERATIVE PROGRAM

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

A detailed outline of course material to be covered principally in the junior year of high school in a two-year cooperative health-occupations program, together with suggested ways of integrating some of the material into clinical work. For every subject area, suggestions are given for teacher and student activities, and the desired behavioral outcomes. Topics include orientation to health occupations, personal and community health, growth and development of the person, legal aspects, body structure and functions, related skills, and nutrition. Includes lists of recommended textbooks, visual aids, community resources.

HL-283 $ 5.50

YOUR CAREER IN HEALTH CARE

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

Designed for health occupation exploration, this text uses the "career-ladder" approach to provide an excellent overview of a wide range of health careers. Over eighty health occupations are introduced through the use of realistic vignettes and case studies. The experience, education, and interest requirements, as well as the opportunities for advancement in each occupation, are explored. To enable readers to make realistic career plans, self-evaluation of interests and abilities is encouraged.

51166-7 (Text), 256 pp. $ 8.60
51167-5 (Teacher's Manual and Key) $ 3.50

CLINICAL PHARAMACOLOGY IN DENTAL PRACTICE, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This revised text offers dental students and hygienists the fundamentals of pharmacology and practical drug information relevant to dental practice. Not only does the text discuss in depth the drugs that dental practitioners prescribe or employ themselves; it also emphasizes the possible effects and complications that may occur in dental practice because of other drugs the patient is taking. Each chapter is updated, and there are four completely new chapters: "Vitamins", "Antineoplastic Drugs", "Minor Tranquilizers and Centrally Acting Muscle Relaxants", and "Pharmacology of Intravenous Sedation." Of particular interest to students is a review section consisting of questions and answers similar to those of the National Board examination.

ISBN 0-8016-2241-7, 464 pp. $14.00
Note: pages and price are approximate

COMMUNICATION IN THE DENTAL OFFICE: A PROGRAMMED MANUAL FOR THE DENTAL PROFESSIONAL

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Designed as a self-instructional guide, this text allows both dental and dental auxiliary personnel to improve their communication and interviewing skills in three interaction areas: dental personnel to patient; dentist to staff; and dentist to dentist. The book is divided into five sections which deal respectively with essentials of communication, nonverbal communications, specific interviewing techniques, group dynamics, and practice interviews. In the last section the authors present mock interview situations and interrupt the commentary at critical stages to ask the reader to choose from alternative techniques or responses and then discuss the impact on the patient.

ISBN 0-8016-1698-0, 160 pp. $ 6.95

COMPREHENSIVE REVIEW FOR DENTAL HYGIENISTS, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Designed for the dental hygiene student preparing for the National Board Exams, this edition provides the latest information on legal aspects, expanded duties, periodontics, and oral prophylactic techniques. Two chapters discuss community dentistry and embryology; other features include a mock board exam, and multiple choice and problem-oriented questions similar to those on the national exam.

ISBN 0-8016-3799-6, 314 pp. $12.50

THE DENTAL ASSISTANT

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This revision provides the core of what the dental assistant needs to know in the clinic and office. Against a background of basic science concepts (anatomy and physiology, histology, microbiology, pathology, and pharmacology), it details fundamental clinical procedures, provides instructions for the management of instruments and equipment, and describes the most effective methods for gathering patient information. It also gives instructions for dealing with emergencies and covers dental materials and their use. In addition to articles by six new contributors, the fifth edition contains a new chapter on oral diagnosis and expanded coverage of specialties (particularly periodontics), preventive dentistry, and nutrition. Abundant illustrations of excellent quality depict procedures and equipment.

052301-0, 380 pp. $15.50

DENTAL ASSISTANT

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

Eighty units of instruction have been written to prepare the student as a dental assistant. Sections include: orientation; anatomy and physiology; dental history; microbiology; anesthesiology; pathology; pharmacology; chairside; restoration, dental materials; radiography; secretarial procedures and dental accounting. 1977 edition.

IE-11-I, 428 pages $10.00
57 transparency masters

DENTAL ASSISTANT

Trade and Industrial Education
Instructional Materials
P. O. Box 2847
University, Alabama 35486

Study guide consists of a complete analysis, progress record and 88 assignment sheets. Required references: A TEXTBOOK FOR DENTAL ASSISTANTS, 2nd Ed., $13.95, W. B. Saunders Co.; EFFECTIVE DENTAL ASSISTING, $12.95, WM. C. Brown Co.; THE DENTAL ASSISTANT, $ 6.60, Delmar Pub.

File No. 314 $ 2.50
Answer Book 314-A $ 2.50
Test 314-T $ 2.50
Test Answers 314-TA $ 1.00
Note: Order by title and file number

THE DENTAL ASSISTANT, 3rd ED.

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This edition emphasizes the why and how of manipulative skills development through a basic, yet scientific approach to dentistry. The comprehensive, highly illustrated text-workbook covers anatomy/physiology, histology, chairside and lab techniques. Metric measurements are used where applicable. Answers are in the Instructor's Guide.

1339-X (Text), 372 pp. $ 7.20
1340-3 (Instructor's Guide) $ 1.35

DENTAL ASSISTANT: REVISED SECOND ED., 1975

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

A complete study dealing with conduct in the operatory, human relations, administration, dental law and liabilities, professional and financial records, terminology, anatomy of the head, sterilization, personal oral hygiene, dental equipment and maintenance, dental materials and laboratory procedures, and radiography; 57 assignments, 10 sections. Required reference: Schwarzrock and Jensen, EFFECTIVE DENTAL ASSISTING, 4th ed., 1973, Wm. C. Brown.

Student's Guide $ 4.50
Coordinator's Guide $10.50
Additional Tests and Work Sheets $ 3.00

DENTAL ASSISTANT TECHNIQUES

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

The intent of this worktext is to present dental assisting from the point of view of the dental assistant. Information is provided to supplement procedures that are common to most offices, with practical suggestions for adapting these procedures to individual preferences. The purpose of including this background information is to help the reader learn the "why" as well as "how," and, most important, to learn "when" to act. That is, it provides the means for the dental assistant to develop into an aware and skilled assistant who prossess the initiative to anticipate the doctor's needs, to be where she is needed at the right time and place. Some units contain considerable information which is beyond the scope required solely for performance of procedures. These supplemental materials will give the reader (instructor, doctor, or dental assistant) freedom to select the procedures and activities that are best suited to particular needs and to facilitate adapting the information to identified requirements.

61395 (Text), 224 pp.
list $ 9.20
education $ 6.90

DENTAL ASSISTING LABORATORY MANUAL

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This manual includes 34 units concerned with dental assisting procedures and other related areas. Each unit includes an introduction, objectives, materials list, instructions, and laboratory-exercise worksheets. Topics include nutrition, percentages, ratios, temperature conversions, organization of the human body, and the dental assistant's role in the administration of local anesthesia. Laboratory procedures include study models, use of the compound microscope, Snyder testing, temporary acrylic splint fabrication, and use of a spot welder. For each specific laboratory project a criteria sheet is enclosed for grading the project and evaluating the work by the instructor. Can be used for both secondary and post-secondary dental assisting programs.

HL-192 $ 8.50

DENTAL PRACTICE PLANNING

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Broad in scope, this sourcebook is beneficial to assistants, hygienists and auxiliary personnel as well as practitioners. In one comprehensive volume, the author uses a checklist approach to discuss such topics as general office policies, the receptionist, the chair assistant, the dental hygienist, and the technician. He also covers choosing a location, dealing with business consultants (lawyers, accountants, suppliers, etc.), keeping records, and purchasing a practice.

ISBN 0-8016-2278-6, 292 pp. $19.50

THE DENTIST AND THE ASSISTANT, 4th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This revised 4th edition combines the experience of 30 contributors. It serves as a solid, general text on dental assisting, and retains the same organization of previous editions. Every chapter but one, however, has been updated, many were rewritten, and four are completely new. These include: "Ethics and Jurisprudence"; "Understanding the Chewing Apparatus"; "Patient Education"; and "The Office Receptionist and Secretary". Terminology, references, and the glossary have also been brought fully up to date, and more than half of the illustrations are new to this edition.

ISBN 0-8016-3820-8, 480 pp. $15.00

DISINFECTION AND STERILIZATION IN DENTAL PRACTICE

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

Here is a concise source of information on modern, effective methods specifically oriented to control micro-organisms in dental operatories. It provides the rationale and/or specific procedures for achieving clinical asepsis in a typical dental operatory. The final chapter serves as a handy reference for handling the routine, as well as special, disinfection and sterilization problems that occur in dental practice. All chapters provide behavioral objectives arranged in two levels - enabling and intermediate - with post-tests and answers keyed to the enabling-level objectives. Appropriate for use in formal instruction programs for dental hygiene and dental assistant students, its format and self-instruction tests make this book valuable for practicing dentists who want to train their own dental auxiliaries in effective disinfection and sterilization practices.

009661-9, 128 pp. $ 5.95

ESSENTIALS OF CLINICAL DENTAL ASSISTING

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This practical guide serves as a complete text for virtually all clinical courses plus those which cover dental specialists. Individual discussions focus on four-handed dentistry, pedodontics, operative dentistry, periodontics, and other aspects of the specialty. These chapters, presented in a clear, non-technical style, help the student understand various procedures and equipment as well as the role of

the assistant. The text includes thorough coveraged of clinical procedures and maintenance of dental instruments. More than 500 excellent illustrations feature tray set-ups, close-ups of instruments, and clinical skills needed by the chairside assistant.

ISBN 0-8016-0963-1, 324 pp. $14.50

FOUR-HANDED DENTISTRY: FOR DENTISTS AND ASSISTANTS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Step by step, the author shows how to practice dentistry in an efficient, comfortable way, making optimum use of the chairside auxiliary. He covers tray set-ups, pre-examination procedures, clock positions, and other important aspects of four-handed sit-down dentistry.

ISBN 0-8016-5612-5, 192 pp. $11.95

HANDBOOK OF MEDICAL EMERGENCIES IN THE DENTAL OFFICE

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This new book provides on-the-spot assistance for medical emergencies which may occur in the dental office. The first section summarized information on specific emergencies into a quick reference. Six subsequent sections deal with the various kinds of potential emergencies; these are organized around a patient's symptoms, to correspond more closely to the real-life emergency situation. The six major emergency situations examined are: unconsciousness, respiratory difficulty, local anesthetic reactions, convulsive seizures, drug reactions, and chest pains. Each is discussed in terms of prevention, predisposing factors, clinical manifestations, pathophysiology, management and the team approach.

ISBN 0-8016-3077-0, 385 pp. $ 7.95
Note: pages and price are approximate

OFFICE PROCEDURES FOR THE DENTAL TEAM

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This practical new book is one of the first to concentrate exclusively on the business aspect of the dental office as it affects the dental auxiliary. Discussions examine working with dental forms (including insurance), telephone techniques, letter writing, banking procedures, and recall systems. All chapters begin with performance objectives and conclude with exercises. Helpful appendices and numerous illustrations are other highlights. This book is equally useful as a text or reference - and beneficial for all dental office personnel. It is an ideal resource for dentists who train their own staff.

ISBN 0-8016-2815-6, 336 pp. $12.50
Note: pages and price are approximate

ORAL DIAGNOSIS, 5th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The new edition of this text is ideal for initial courses in diagnosis. It corresponds with the sequence used by the dentist in the clinical situation - proceeding from taking the patient's history through clinical examination, diagnosis, and treatment planning. For each part of the examination, the authors describe procedures, normal structure, possible abnormalities, and pathologic significance. This edition is well illustrated with photographs and drawings; color plates depict primary and secondary lesions. The chapter on case histories now includes more information on the medical history.

ISBN 0-8016-2660-9, 448 pp. $17.75
Note: pages and price are approximate

OROFACIAL ANATOMY: DEVELOPMENT, STRUCTURE, AND FUNCTION

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Unique in that it incorporates histology and embryology, head and neck anatomy, and dental anatomy, this illustrated book is a valuable resource for both dental hygienists and assistants. Each chapter begins with behavioral objectives and concludes with a listing of new words, review questions, and suggested readings. Throughout, key words are underlined, and a glossary further defines unfamiliar words and terms.

ISBN 0-8016-0740-x, 384 pp. $14.50
Note: pages and price are approximate

RELATED STUDIES FOR THE DENTAL ASSISTANT: ANATOMY AND PHYSIOLOGY, PATHOLOGY

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

The first portion consists of an explanation of the anatomical terms which the dental assistant needs to know. Lessons are brief and cover only the essentials. In addition to the teeth themselves and the bones of the oral cavity, the book covers the muscles of mastication and the salivary glands. Topics covered in the second portion include reaction to injury, developmental anomalies, dental caries, abscesses and cysts, periodontal disease, and oral lesions.

HL-38 $ 3.75

RELATED STUDIES FOR THE DENTAL ASSISTANT: MICROBIOLOGY AND STERILIZATION, PHARMACOLOGY, TERMINOLOGY

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource presents basic information to give some background knowledge to the dental assistant. Lessons are brief and simple,illustrated. Areas covered include bacteria, other pathogenic microorganisms, transmission of disease, sterilization, administration of drugs, types of drugs, prescriptions, terminology of dental specialties and dental vocabulary.

HL-48 $ 3.75

THE SECRETARIAL DENTAL ASSISTANT

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Delmar's new text provides the dental assisting student with a thorough working knowledge that will enable the student to perform the procedures and practices of dental office management. Covered are communications, appointments, recordkeeping, filing procedures, office supplies and equipment, career information, glossary and index. It may be employed in a formal class or in self-instructional, home-study programs. Included are unit-end questions, suggested activities, practice sheets, forms and other practical educational aids. Answers are in the Instructor's Guide.

0349-1 (Text), 304 pp. $ 5.85
0350-5 (Instructor's Guide) $ 1.35

SO YOU WANT TO BE A DENTIST

Harper & Row, Publishers, Inc.
10 East 53rd Street
New York, New York 10022

This text describes the requirements of the profession as well as the costs of setting up a dental practice. Various types of practice are discussed.

Text $ 6.27

SYNOPSIS OF ORAL PATHOLOGY, 5th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Synopsis of Oral Pathology continues to be a very practical, clinical oriented reference for dental students, practitioners, and dental hygienists. A unique classification of oral lesions, this new edition begins with a series of 12 tables which provide a quick diagnosis of oral diseases by classifying these lesions according to their clinical appearances. The tables are broken down to include location of the lesion, the usual age and sex of the patient, clinical as well as microscopic features,

treatment and prognosis. The section is also color-coded and each disease includes a cross-reference to the text, ORBAN'S ORAL HISTOLOGY AND EMBRYOLOGY for those seeking further information.

ISBN 0-8016-0689-6, 696 pp. $16.00

DENTAL MATERIALS: PROPERTIES AND MANIPULATION

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

Suitable as either a text or lab guide, this book discusses the general composition of the various materials used in dentistry (resins, ceramics, gold, amalgams, impression materials, etc.) and emphasizes manipulation rather than chemistry. Designed primarily for the dental auxiliary, it stresses materials used routinely in practice; composition and setting reaction chemistry is examined to a lesser extent. The coveraged of preventive dental materials such as pit and fissure sealants and mouth protectors is superior to that found in other texts; abrasives used in dentistry are also discussed, in terms of polishing and finishing as well as prophylactic pastes and dentifrices. Leading commercial denture cleaners are described in detail, with a chart indicating abrasivity. Numerous student aids include a glossary, a list of new words encountered in each chapter, extensive review questions, and an appendix with English and metric equivalents and pertinent conversion formulas.

ISBN 0-8016-1061-3, 270 pp. $ 9.50

DENTAL RADIOLOGY

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text-workbook is a continuation of the Dental Assistant. Highly illustrated, with hands-on applications, the text provides techniques for both long and short cone machines. For use by hygienists, assistants, technicians and other concerned with the taking of dental x-rays. Answers to review questions are in the Instructor's Guide.

0341-6 (Text), 96 pp. $ 3.75
0342.4 (Instructor's Guide) $ 1.35

A DIRECTORY OF PROGRAMS TRAINING PHYSICIAN SUPPORT PERSONNEL

Superintendent of Documents
U.S. Government Printing Office
Washington, D. C. 20402

This resource provides a comprehensive list of programs training support personnel and reflects the increasing interest in training new types of personnel to perform tasks that significantly extend the services of physicians. 1976.

017-041-00083-5, 32 pp. $ .95

GUIDELINES FOR THE EDUCATION OF GERIATRIC ASSISTANTS IN NURSING HOMES, HOSPITALS, AND HOME HEALTH AGENCIES

State of Minnesota Department of Education
Division of Vocational-Technical Education
Capitol Square Building
St. Paul, Minnesota 55105

This resource consists of an outline of the procedure for organizing a geriatric health care course.

price unavailable

HANDBOOK FOR THE ORTHOPAEDIC ASSISTANT, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The second edition of this text can help orthopaedic assistants and personnel better understand and perform their increased responsibilities. The author presents a wealth of meticulous information emphasizing basic principles and techniques. Introductory chapters offer excellent fundamental data on the musculoskeletal system and following sections discuss traction and the properties, applications and procedures concerning plaster casts. Two new chapters on the emergency room and physical therapy highlight the text.

ISBN 0-8016-4351-2, 244 pp. $11.95

HEALTH ASSISTANT

Delmar Publishers
50 Wolf Road
Albany, New York 12205

This text-workbook is designed for in-service training of nurse's aides, orderlies and related non-professional personnel providing basic bedside care. The instructional content is based on an analysis of nurse's aides, hospital inservice training, adult education, secondary and MDTA directional programs. Answers are in the Instructor's Guide.

Contents: Health Assistant Responsibilities, Basic Procedures in Bedside Care, Determination of Vital Signs, Special Communication Skills, Introduction to Medical Science, and Body Systems and Disorders.

0336-x (Text), 230 pp. $ 5.10
0337-8 (Instructor's Guide) $ 1.35

HEALTH SERVICES ASSISTANT

Minnesota Instructional Materials Center
3554 White Bear Avenue
White Bear Lake, Minnesota 55110

This instructor's guide contains 21 units in various health areas such as: interpersonal relationships and the health care team; introduction to pharmacology; pediatrics; geriatrics; mental health; communications and management; orientation to employment and post-secondary education. Also included are procedures for the many tasks essential in health, such as washing hands, etc. 1975 edition.

IE-13-I (Instructor's Guide) $20.00
IE-13-S (Study Guide) $ 7.00
IE-13-K (Instructor's Answer Key) $ 3.50
IE-13-T (111 Transparencies) $38.85

LABORATORY PROCEDURES FOR MEDICAL ASSISTANTS

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This student manual provides complete laboratory procedures for urinalysis, hematology and basic bacteriology. The author introduces each test, explains the test's significance, provides information about the normal range of the test, and closes with possible sources of error in performing the test. The medical-assistant teacher should find this manual especially helpful if he/she emphasizes small-group and individual instruction.

HL-285 $ 4.50

THE MEDICAL ASSISTANT: CLINICAL PRACTICE

Delmar Publishers
50 Wolf Road
Albany, New York 12205

In this text-workbook the student is introduced to the clinical setting and to the medical procedures necessary for independent performance or with the physician. Proceeding in a logical, step-by-step manner, the student gains basic skills in patient encounter and gradually advances to treatments requiring added responsibility. Each unit includes objectives, study material, practice problems and review. A self-evaluation test concludes each section. Utilizing a self-study approach, the text may be used in a program of individual instruction or as a supplement to a current related text. The extensive Appendix introduces specialized study areas, charts of lab test values, facts about x-rays and temperature conversions to metric. Answers to review questions are in the Instructor's Guide.

0351-3 (Text), 256 pp. $ 5.25
0352-1 (Instructor's Guide) $ 1.35

MEDICAL ASSISTANT CURRICULUM

Vocational-Technical Curriculum Laboratory
Rutgers State University
Building 4103, Kilmer Campus
New Brunswick, New Jersey 08901

The three pivotal areas of this curriculum are medical secretary, medical technician, and doctor's assistant (patient management.) The curriculum is designed to train an individual in all three of these primary medical assistant roles.

price unavailable

MEDICAL OFFICE ASSISTANT

Instructional Materials Laboratory
Sales Secretary
10 Industrial Education Building
University of Missouri-Columbia
Columbia, Missouri 65211

This study guide contains the following units: orientation to medicine; office administration: records management; general clinical procedure; assisting the physician and required readings for competency. 1975 edition, 154 pages.

COE-21-S (Study Guide) $ 5.00
COE-21-K (Instructor's Guide) $ 2.00

MEDICAL OFFICE ASSISTANT

Trade and Industrial Education
Instructional Materials
P. O. Box 2847
University, Alabama 35486

Study guide consists of a complete analysis, progress record and 68 assignment sheets. Required references: THE MEDICAL OFFICE ASSISTANT, 4th ed., $13.75, W. B. Saunders Co., A TEXTBOOK FOR MEDICAL ASSISTANTS, 2nd Ed., $12.50, C. V. Mosby Co.; LEARNING MEDICAL TERMINOLOGY, 2nd Ed., $11.75, C. V. Mosby Co.

File No. 1251 $ 2.50
Answer Key 1251-A $ 2.00
Test 1251-T $ 2.00
Test Answers 1251-TA $ .75
Note: order by title and file number

MEDICAL OFFICE PROCEDURES

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This program requires students to assume the role of a medical office assistant and to perform the same duties that would be expected of them on the job. Presenting technical and practical information, the text-workbook incorporates realistic projects in the form of office-style jobs which become the basis of the files to which students refer during the simulations. Also included are topics for discussion, role-playing situations, medical vocabulary

studies, and recommended readings. The simulation recordings help students learn to set priorities, make decisions, and integrate their skills. The stenographic set contains office-style dictation. This dictation is placed on a separate tape in the non-stenographic set for use with transcribing equipment. All necessary working papers for the projects and simulations are provided in the text-workbook.

07425-9	(Text-Workbook)	$10.95
07635-5	(Simulation Recordings -Stenographic)	$99.00
07636-3	(Simulation Recordings -Nonstenographic)	$99.00
07426-7	(Instructor's Manual and Key)	$ 6.00

MEDICAL RECORDS TECHNOLOGY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

The text has been prepared as a means of providing comprehensive basic instruction for students of medical record technology. Students are provided with some insight into avenues of career development and an introduction to the wide variety of responsibilities with which a medical record technician might be involved, with special emphasis on those at the beginning of his career.

The workbook section is intended to furnish material for drill and review and also to stimulate independent activity on the part of the student.

61396	(Text), 160 pp.	
	list	$ 7.50
	education	$ 5.63
61424	(Answer Key)	$ 2.50

MEDICAL TERMINOLOGY FOR MEDICAL ASSISTANTS

New Jersey Vocational-Technical Curriculum Laboratory
Rutgers State University
4103 Kilmer Campus
New Brunswick, New Jersey 08903

This resource consists of a collection of medical terms with their shorthand symbols. The text is alphabetized in four sections: a) Structure of the Body; b) Systems of the Body; c) Word Construction; and d) Medical Brief Forms in Shorthand. The text allows space for the student to enter all definitions as words are learned.

HL-50 $ 6.25

THE OPHTHALMIC ASSISTANT: FUNDAMENTALS AND CLINICAL PRACTICE, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The latest edition of this reference discusses all aspects of the assistant's role in clinical practice. Pertinent topics include basic anatomy and physiology of the eye, pharmacology, medical history-taking, how to perform various procedures in the preliminary examination, and signs and symptoms in ocular emergencies. New chapters present current information on soft contact lenses, advanced techniques in contact lens fitting, and common diseases. A new format is designed to promote greater understanding; each chapter is preceded by an outline and followed by review questions.

ISBN 0-8016-4772-x, 608 pp. $23.75

ORTHOPAEDIC PHYSICIAN'S ASSISTANT TECHNIQUES

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This book deals with step-by-step techniques for assisting the orthopaedic surgeon in plaster cast application, traction application, and in surgery. It is written at the "how-to-do-it" level, assuming that those who use it have a basic understanding of human anatomy and physiology as well as general chemistry. The orthopaedic physician's assistant must know the anatomical parts of the human body and how they relate to orthopaedic disease and injuries. For this reason, a thorough understanding of the medical terms used in orthopaedics is essential. A basic understanding of the variety of techniques and duties performed by the orthopaedic physician's assistant is also important to many other members of the allied health professions. This text will be useful to orderlies, surgical technicians, nurses, and emergency room technicians. Special learning aids such as a list of medical terms, selected definitions,

and abbreviations commonly used have been included to give the student a strong base in the medical terminology he will need. Review questions are included at the end of each chapter.

61388 (Text), 74 pp.

list	$ 6.35
education	$ 4.76

PATIENT CARE AND SPECIAL PROCEDURES IN RADIOLOGIC TECHNOLOGY, 4th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This text presents complete, practical information to improve the care of patients undergoing radiographic procedures. The author defines the technologist's role on the medical team and supplies specific information on patient care in many diverse situations.

ISBN 0-8016-5358-4, 216 pp. $13.25

PHYSICAL THERAPY AID

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

This resource covers such areas as introduction to physical therapy, role of the student, clerical duties, assisting patient in activities of daily living, body requirements, assisting in the treatment area, physical therapy treatment and structure and maintenance of the functions of the human body; 43 assignments, 9 units. Required references are Anithony, STRUCTURE AND FUNCTIONS OF THE BODY, 3rd ed., 1968, C. V. Mosby; Cherescavich, A TEXTBOOK FOR NURSING ASSISTANTS, 2nd ed., 1968, C. V. Mosby; Rusk, REHABILITATION MEDICINE, 2nd ed., 1964, C. V. Mosby; and Taber, TABER'S CYCLOPEDIC MEDICAL DICTIONARY, 11th ed., 1969, F. A. Davis.

Study Guide and Unit Tests	$ 8.50
Answer Book	$ 4.00

RESPIRATORY THERAPIST MANUAL

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

In this worktext, the author explains the basic knowledge required to enter the field of respiratory therapy. The manual takes the student from the beginning of the modern concept of respiratory therapy into personnel positions that are available in the field, and concludes with a discussion of the more sophisticated aspects of respiratory therapy. The basic concepts of respiratory therapy are covered in simple and easily comprehensible terms so that it will be helpful to medical students and subprofessional groups such as technicians, ambulance attendants, and salesmen of respiratory equipment. It will also be a valuable reference for doctors and nurses. Review questions at the end of each chapter.

61389 (Text), 120 pp.

list	$ 6.35
education	$ 4.76
61426 (Answer Key)	$ 2.50

TECHNOLOGY FOR PATIENT CARE: APPLICATIONS FOR TODAY, IMPLICATIONS FOR TOMORROW

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book reflects the impact of technology on society - particulary in regard to the resulting changes in health care delivery. In addition to understanding and administering to patient's health needs, today's health professional must also master the operation of a wide variety of electronic instruments involved in diagnosis and treatment. This new book helps them attain that mastery. It examines such contemporary subjects as artificial heart development, patient monitoring systems, automated multiphasic screening, automated clinical laboratories, diagnostic ultrasound, computerized axial tomography, nuclear medicine, and biofeedback. Other discussions focus on the moral and ethical implications of recent technological advances, basic concepts concerning electrical safety and precautions, and more. Designed for readers who do not have engineering or advanced mathematics backgrounds, the book also includes a wealth of helpful illustrations.

ISBN 0-8016-0709-6, 270 pp. $ 9.50

TERMINOLOGY FOR MEDICAL SPECIALISTS

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Developed with Blue Cross and Blue Shield of Kansas, this self-study course provides not only definitions and pronunciations of medical terms, but also shows how each relates to its speciality area. Laboratory and radiological terms, eye and ear anatomy, diseases, and surgical procedures are emphasized.

$12.00

A TEXTBOOK FOR MEDICAL ASSISTANTS, 3rd ED.

The C. V. Mosby Company
11839 Westline Industrial Drive
St. Louis, Missouri 63141

This edition covers the essentials for the medical assistant in business and clinical practices. Divided into two parts, the book first discusses the assistant's role in the physician's office, emphasizing clerical, secretarial, bookkeeping and public relations aspects. The second part analyzes possible clinical responsibilities such as patient examination, sterilization and injection techniques, and new material on blood-taking.

ISBN 0-8016-2892-x, 480 pp. $12.50

BASIC CHEMISTRY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

This combination text and workbook can be used in either a one-semester or a one-quarter course. It has been written on the premise that students who use the book have not had high school chemistry or physics and have a minimum proficiency in mathematics. The fundamental concepts of chemistry have been developed in such a way that only the important points are presented. The attempt has been made to enable the student to obtain sufficient background and understanding of chemistry to proceed further in pursuit of the chosen field of study. The presentation quickly brings the student to the fundamentals of the area covered in each chapter.

At the beginning of each chapter, the student is told what he should know after he has studied the chapter, or the ideas to be gained. At the end of each chapter, there is a group of selected problems that permit the student to test his understanding of the topics covered. To make learning simpler for the student, a "Workbook on Basic Chemistry," in which the answers to these problems are given, is included in the end of this book instead of being issued as a separate publication.

61376 (Text), 176 pp.	
list	$ 8.65
education	$ 6.49
61431 (Answer Key)	$ 2.50
61377 (Laboratory Manual)	
list	$ 5.70
education	$ 4.28
61432 (Answer Key)	$ 2.50

BASIC MEDICAL LABORATORY SUBJECTS

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
Indianapolis, Indiana 46206

This worktext is a compendium of the basic information needed by a student preparing to enter the allied health field as a medical technician, medical technologist, or medical laboratory technologist. It is a simplified book on the procedures employed in today's modern medical laboratory. Of primary importance to students is that this work eliminates much of the large volumes of literature a student would have to read through in order to sift out the fundamental information in those fields that apply to his particular specialty. It is intended as a reference as well as a textbook. It will have great value for those individuals who are studying for registry examinations, because it is complete and to the point. Review questions are included on each of the subjects discussed so the student can check on his own progress and understanding.

61383 (Text), 96 pp.	
list	$ 4.55
education	$ 3.41
61430 (Answer Key)	$ 2.50

BASIC MICROBIOLOGY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This is a beginning text for students preparing for careers in allied health fields. This book is written for persons with no previous knowledge of microbiology. The study of microbiology is essential to all persons working in health-care occupations. Every qualified member of a health-care team must have a fundamental knowledge of the principles of microbiology. They also must understand the techniques used to protect human beings from disease. The text is directed specifically to students in allied health programs so that they no longer have to glean the information they need from texts written for clinical pathologists and medical technologists. Color illustrations are used to make it easier for students to identify and recognize organisms.

61390 (Text), 80 pp.	
list	$ 6.85
education	$ 5.14

CLINICAL BIOSTATISTICS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This series of original articles critically examines the entire field of clinical biostatistics. Now, in convenient book form, the essays (intended for those who already have some familiarity with this subject but are not necessarily adept in mathematics) are logically arranged and organized into five major sections, each preceded by brief commentary. Throughout, the emphasis is on "the importance of biostatistical know-how for today's clinical researcher" and "the need for uniformity in research and reporting."

ISBN 0-8016-1563-1, 464 pp. $16.95
Note: pages and price are approximate

CLINICAL CHEMISTRY

Bobbs-Merrill Educational Publishers
4300 West 62nd Street
Indianapolis, Indiana 46206

As a combination text-laboratory manual in Clinical Chemistry, this material is directed at the technician level.

The stress is on analytical soundness of the methods, but some information about the reasons for abnormal results is included. Background is given in analytical methods and emphasis on proper standardization. This labtext is designed to be used in courses for training medical laboratory technicians that will give the student-technician 1) proficiency in procedures normally done in clinical laboratory; 2) background and practice in basic laboratory procedures, such as measurement of mass and volume and the use of instruments; 3) knowledge of analytical principles involved in various procedures, and; 4) sufficient information about physiology to understand the need for the various tests in diagnosis and treatment. Questions and exercises are included at the end of each chapter.

61380 (Text), 216 pp.
list $ 7.50
education $ 5.63

CLINICAL LABORATORY ASSISTANT

Trade and Industrial Education
Instructional Materials
P. O. Box 2847
University, Alabama 35486

The study guide consists of a complete analysis, progress record and 83 assignment sheets. Required references: ESSAYS CLINICAL LABORATORY METHODS, 7th Ed., $16.75, C. V. Mosby Co.; LABORATORY TESTS IN COMMON USE, 5th Ed., $ 4.25, Springer Pub. Co., Inc.; THE MICROSCOPE, Free, American Optical Co.; DORLAND'S ILLUSTRATED MEDICAL DICTIONARY, W. B. Saunders, Co.

File No. 309 $ 2.50
Answer Book 309-A $ 2.50
Note: order by title and file number.

COMPREHENSIVE REVIEW FOR MEDICAL TECHNOLOGISTS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This review prepares the medical technology student for the National Registry Exam and also serves as a refresher to technologists returning to work. Coverage encompasses basic science subjects as well as instrumentation and automation. Specific topics include clinical chemistry, clinical urinology, hematology, microbiology, mycology and virology, immunohematology, coagulation, and radioisotopes.

ISBN 0-8016-4486-0, 226 pp. $10.25

COMPREHENSIVE REVIEW FOR THE RADIOLOGIC TECHNOLOGISTS, 3rd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This review helps prepare the radiologic technologist for the National Registry Examination, and later services as a valuable reference. In logical question and answer form it includes two simulated registry exams. The authors have expanded and updated those sections which deal with radiographic positioning, radiologic physics, radiation protection,

radiation therapy, and radioactive isotopes in this new edition.

ISBN 0-8016-4789-4, 253 pp. $ 7.50

CYTOLOGY

Bobbs-Merrill Education Publishing
4300 West 62nd Street
P. O Box 550
Indianapolis, Indiana 46206

The practicing cytologist is concerned primarily with the effects of disease processes on individual cells. This worktext has been written to place the individual cells in the general context of the human body, i.e., how they relate to the normal functions of the various organ systems and how they, in turn, are influenced by other systems, such as the endrocrine system. The author's approach has been to reduce the amount of text and to include a profuse amount of simple illustrations, usually presented in serial progression to highlight the points being discussed. This worktext is intended as a working tool for both the student and the instructor. An introductory section that covers the basics of cytology precedes the chapters on the individual systems. It provides information needed to understand the actual pathological processes of the body. At intervals, the student is required to respond actively to questions designed to stimulate thought about structural and sometimes functional characteristics. By calling attention to areas where close discrimination is necessary, the worktext indicates to the student where praticular care must be taken to avoid confusion.

61382 (Text), 120 pp.
list $ 6.85
education $ 5.14

DIAGNOSTIC MICROBIOLOGY: A TEXTBOOK FOR THE ISOLATION AND IDENTIFICATION OF PATHOGENIC MICROORGANISMS, 5th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

It spans the entire range of diagnostic microbiology - from culture media and staining procedures to quality control. Three chapters examine anaerobic cocci, Vibrionaceae, and philosophy and general approach to clinical specimens. The chapter on diagnostic parasitology is reillustrated with photographs, line drawings, and 7 full color plates. Brief discussion on the clinical aspects of key lab work reflect a new human emphasis. Throughout, organization corresponds to typical clinical lab approaches. Other features include: an outline to begin each chapter; summary tables; exhaustive glossary; complete appendixes; and teacher's guide and test manual.

ISBN 0-8016-0421-4, 513 pp. $11.50
Note: pages and price are approximate

DRUGS AND SOLUTIONS WORKBOOK

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

Purpose of the workbook is to set forth the basic principles for calculating dosage, to furnish information on some basic drugs and to give general rules for giving medicines.

Workbook $ 2.00
Answer Book $ 1.00

UNDAMENTALS OF SPECIAL RADIOGRAPHIC PROCEDURES

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This text introduces the radiologic technologist to the areas of Special Procedures. Covered are the six areas necessary to understand the concepts involved in a procedure: anatomy, indications and contraindications, contrast media, procedural methods, equipment and patient positioning. The book treats the basic construction, operation and type of specialized equipment used during special procedures radiography. Suggested suite designs for new installations are included and there is a discussion of the various film changer systems, automatic injection devices and contrast media available. The text is arranged according to groups of procedures, for example, neuradiography, angiography, and other commonly performed procedures. Also included is a unit which covers specialized techniques such as subtraction, magnification, and Xeroradiography. Summary tables of

patient positioning are listed at the end of each chapter and include both routine and optional views for each procedure. The book is suitable for those who have a basic knowledge of x-radiation, either students or practitioners in radiologic science. It is also a useful reference for a hospital department on the fundamental principles of special procedure radiography.

059515-1, 352 pp. $15.95

INTRODUCTION TO DIAGNOSTIC MICROBIOLOGY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

This textbook was written for students preparing for careers in allied health fields. Its purpose is to provide in-depth information in microbiology for these students so that they no longer need to sift the materials they require from texts written for clinical pathologists and medical technologists. It supplies in-depth information about all essential types of bacteria and parasites and explains advanced procedures for collecting and analyzing specimens. Color illustrations are used to make it easier for students to identify and recognize organisms.

61391 (Text), 134 pp.
list $10.30
education $ 7.73

INTRODUCTION TO MEDICAL ELECTRONICS: FOR ELECTRONICS AND MEDICAL PERSONNEL, 2nd ED.

Tab Books
P. O. Box 40
Blue Ridge Summit, Pennsylvania 17214

For nonmedical personnel, the human body is described in depth, as an anatomical and physiological system. There is a continuing tie-in of physiological activities of the body with the equipment that is designed to detect, amplify, and present data signals concerning the body. As an aid to cross-discipline understanding. One Section of the book is devoted to electronics for non-electronic personnel. The discussion covers basic principles of physics and electricity in a simple fashion, giving only sufficient background so that medical personnel will be aware of power, voltage, current, and grounding interrelationships as they relate to safety for the patient and accurate use of the electromedical equipment. The various categories of electromedical equipment are keyed to physiological functions and electronic presentation (diagnostic machines). Many types of equipment are covered, from transducers (pickups), to building blocks such as amplifiers, to data readout, such as galvanometers and oscilloscopes. Included are such areas as proper usage of equipment, patient and equipment capabilities and limitations, and design notes. Maintenance, fault sensing, fault reporting, equipment management and follow-up for preventive maintenance, servicing, purchase review, administrative responsibilities, and setting up a medical electronics lab - all these and more are detailed in depth.

830
paper $ 7.95
hardbound $ 9.95

AN INTRODUCTION TO RADIOLOGIC SCIENCE

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This logical straightforward text contains the basic scientific background necessary to understand the operation of x-ray equipment plus functional descriptions of x-ray and associated apparatus. The book easily fits into a two semester sequence with the first taken up with basic information in physics, chemistry and electricity and the second dealing with x-ray related topics such as x-ray machines and radiation. The scientific material is concept oriented since radiologic technologists are interested in the application of x-ray related principles to diagnostic problems. A special feature of the book is the unique development of the structure of matter that allows simple explanations of the generation of x-rays and x-ray interactions with matter.

047750-7 (Text), 192 pp. $11.95
047751-5 (Solutions Manual) $ N.A.

INTRODUCTION TO RADIOTHERAPY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book offers an incisive overview of radiotherapy, including its history, place in the treatment of disease, and applicable math and physics principles. The authors also discuss dosage and treatment planning, and make suggestions to minimize side effects of therapy. A chapter on the function of a radiotherapy department is unique to this text.

ISBN 0-8016-4070-9, 187 pp. $13.50

INTRODUCTORY LABORATORY EXERCISES FOR MEDICAL TECHNOLOGISTS

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This laboratory guide and workbook is designed for students without previous experience in the clinical laboratory sciences. Extensively classroom-tested at Brigham Young University, it presents simple experiments in: hematology, immunohematology, urinalysis, coagulation, clinical cytogenetics, microbiology and serology. A section on clinical chemistry includes experiments on: mathematics, radioimmunoassay, spectrophotometry, renal diseases, carbohydrate metabolism, the liver, toxicology and lipids. Effective organization makes this guide especially useful to beginning students: it begins by presenting terminology students must master to comprehend the procedures which follow. All discussions are logically developed, and each section provides perforated student worksheets.

ISBN 0-8016-0173-8, 136 pp. $ 5.95
Note: pages and price are approximate

LABORATORY MEDICINE: HEMATOLOGY, 5th ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The emphasis throughout is on the pathogenesis of hematologic abnormalities as they relate to laboratory diagnosis and clinical responsibility. The author's lucid writing style, and a wealth of illustrations including 64 all new color plates, bring hematology to life. Each chapter begins with a helpful outline of the topics to be covered and provides an exceptional bibliography. This edition incorporates both traditional and S.I. units.

ISBN 0-8016-3425-3, 1344 pp. $36.00
Note: pages and price are approximate

MANUAL FOR PHARMACY TECHNICIANS, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The most complete textbook available that is designed for pharmacy support personnel, the new second edition is substantially increased in size and coverage. The various segments of the book detail: the history of pharmacy; administrative aspects; professional considerations, and the qualifications, role, and education of pharmacy technicians. It serves equally as a basic text for formal training, or as a guide to independent study. Helpful job descriptions are included along with direction for the development of career ladders.

ISBN 0-8016-1479-1, 224 pp. $ 7.50
Note: pages and price are approximate

MEDICAL LABORATORY AID: FOURTH ED. 1970

Instructional Materials Center
Main Building 2400
The University of Texas at Austin
Austin, Texas 78712

This resource consists of a detailed study in such areas as general laboratory work, records and reports, laboratory mathematics, metric system, laboratory problems, slide rule, elementary chemistry, the microscope, urinalysis, hematology, histology, feces, bacteriology, medical helminthology and entomology, and principles of electrocardiography; 72 assignments, 18 units. Required references: Davidsohn and Henry, TODD-SANFORD CLINICAL DIAGNOSIS BY LABORATORY METHODS, 14th ed., 1969, W. B. Saunders; and Taber, TABER'S CYCLOPEDIC MEDICAL DICTIONARY, 10th ed., 1968, F. A. Davis.

Study Guide and Unit Tests $ 6.50
Answer Book $ 3.00

MEDICAL LABORATORY SKILLS

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

Designed especially for secondary and post-secondary medical laboratory and allied health courses, this text-workbook provides students with the skills necessary to perform the duties of a medical lab aide or medical lab assistant. It is also well-suited for use in medical assisting programs for which a knowledge of basic laboratory procedures is required. Heavily illustrated and written at a level beginning medical laboratory students can understand, the text material also discusses the principles pertaining to why a particular laboratory procedure is needed. There is a complete section that introduces students to the clinical laboratory environment, including clinical lab equipment, and the responsibilities and opportunities for employment as a medical laboratory worker.

71198-4 (Text-Workbook) $11.50
71199-2 (Instructor's Manual) $ 4.40

MEDICAL RADIOGRAPHIC TECHNOLOGY

Bobbs-Merrill Educational Publishers
4300 West 62nd Street
Indianapolis, Indiana 46206

The purpose of this worktext is to prepare the student radiographic technologist in all the basic studies he needs to fulfill radiographic requirements. All the essentials are dealt with in sufficient detail in this volume so that there is no necessity for separate texts in physics and in positioning the patient. This worktext has been prepared to lead both the instructor and the student in an orderly progression through basic electrical components, x-ray production, and radiographic film handling (including processing) up to the positioning techniques required to help the student attain the proficiency necessary to complete a training program in radiographic technology. The materials contained within the book will be beneficial also to the graduate technologist on a work-a-day basis because it also incorporates information on infrequently used positions, as well as electro-mechanical problems that could alter the desired radiographic results. Thus, this text will remain a useful source of reference to the student long after he has completed his training. The many illustrations and graphs, diagrams, and photographs provide the student with the added learning element of visual aids. Correct positioning is achieved through the use of photographs of a model with the area to be x-rayed indicated in each instance. Paralleling each photograph is a reproduction of the resulting x-ray. Review questions.

61392 (Text), 224 pp.
list $ 7.50
education $ 5.63

MEDICAL RADIOLOGICAL TECHNOLOGY: A SUGGESTED TWO-YEAR POST HIGH SCHOOL CURRICULUM

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

This suggested curriculum guide was prepared to aid in planning and initiating Radiological Technology Programs in community colleges and vocational-technical schools to meet the need for qualified Radiological Technicians. The guide contains course outlines, examples of texts and references, sequence of technical education, laboratory plans including equipment and costs, library, faculty and student qualifications.

price unavailable

MEDICAL RADIOLOGIC TECHNOLOGY: A SUGGESTED 2-YEAR POST HIGH SCHOOL CURRICULUM

United States Government Printing Office
Superintendent of Documents
Washington, D. C. 20402

Designed to assist school administrators, advisory committees, and faculties in developing programs in radiologic technology. The resource contains suggested course outlines, examples of text and references, estimates of required equipment and costs, and student qualifications. 1975.

S/N 017-030-01403-3, 96 pp. $ 1.70

OPPORTUNITIES IN PARAMEDICAL CAREERS

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

Much important and challenging work in today's medical and veterinary professions is done by technicians and other paramedical personnel, working in research centers, health care facilities, and private practice. This book is a comprehensive examination of the many career opportunities in human and animal health, detailing educational requirements and costs, working conditions, tangible and intangible rewards of the work, and how to get started in the field.

6592-6 (Hard) $ 6.60
6591-8 (Soft) $ 4.95

ORGANIC CHEMISTRY

Bobbs-Merrill Educational Publishing
4300 West 62nd Street
P. O. Box 558
Indianapolis, Indiana 46206

In this combination text and workbook, the fundamental concepts have been developed in such a way that they are importantly treated. Following the same procedure used in the companion volume, "Basic Chemistry", the author goes directly to the basic information needed by the student to help him comprehend the material covered in each chapter, omitting irrelevant details. A list of selected problems is included at the end of each chapter. At the end of the text is a workbook in which the problems in each chapter are explained.

Contents: The nature of organic chemistry - review of bounding; Alkanes; Alkenes; Alkynes; Conjugated systems - the idea of resonance; Aromatic hydrocarbons; Compounds containing halogens; Alcohols and phenols; Ethers; Aldehydes and ketones; Carboxylic acids and related compounds; Organic nitrogen compounds; Stereoisomerism; Carbohydrates; Amino acids and proteins; Information transfer - nucleic acids. Index.

61378 (Text), 200 pp.
list $ 7.50
education $ 5.63
61379 (Laboratory Manual)
list $ 4.55
education $ 3.41

THE PRINCIPLES AND PRACTICE OF BLOOD GROUPING, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The 2nd edition of this text continues to provide both beginning and advanced health workers with the fundamental principles of blood grouping as well as testing methodology. Part III doubles as a lab manual. Two new chapters on the blood groups of nonhuman primates present the most recent findings in the field. The text also features reports on the progress made in immunohematology and immunogenetics, recent discoveries on lymphocytes in the immune response, the new nomenclature of antibodies, and more. New sections on lecithins and counter-electrophonesis, as well as an expanded glossary, also update the text. Other topics discussed include: chimerism, polyagglutinability, the Lewis system, the Duffy system, high- and low-frequency antigens, the so-called "null" blood group factors, and the heredity of blood groups.

ISBN 0-8016-1531-3, 389 pp. $16.75
Note: pages and price are approximate

RADIATION PROTECTION FOR RADIOLOGICAL TECHNOLOGISTS

Gregg-McGraw Hill
Princeton Road
Hightstown, New Jersey 08520

This book is about the need for proper radiation protection techniques in diagnostic radiology. The text provides the reader with both the motivation and the techniques required to minimize unnecessary x-ray exposure to patients as well as operators. An excellent text for courses in radiological technology, and a valuable reference source, it presents basic information on the biological effects of ionizing radiation; makes minimal use of pure mathematical concepts; and contains numerous photographs and end-of-chapter questions.

021875-7, 224 pp. $11.95

SURVEY OF MEDICAL TECHNOLOGY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This text presents a concise yet thorough overview of those major subject areas which constitute the basic body of knowledge of medical technology. It offers

information needed by any student considering medical technology as a profession. After describing career possibilities, the author discusses various professional organizations, rules of conduct, professional ethics and employment opportunities. He briefly explains the relationships of physician, patient, medical laboratory and auxiliary services. A discussion of various departments within a clinical laboratory is followed by a general explanation of laboratory disciplines and background essential to understanding the scope of medical technology. While not a laboratory manual, this book does effectively summarize clinical laboratory work performed by laboratory personnel.

ISBN 0-8016-1020-6, 272 pp. $ 7.95

TEXTBOOK FOR LABORATORY ASSISTANTS, 2nd ED.

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

The text provides a sound introduction to basic laboratory tests without ponderous descriptions of methodology. This edition provides new and expanded information on analysis of calculi, mycology, blood gases, radioimmunoassay, immunoglobins, and investigation of transfusion reactions.

ISBN 0-8016-3721-x, 186 pp. $ 6.95

TOTAL QUALITY CONTROL IN THE CLINICAL LABORATORY

The C. V. Mosby Company
11830 Westline Industrial Drive
St. Louis, Missouri 63141

This book presents the fundamentals of quality control in a concise and clear manner. Its comprehensive coverage includes an examination of basic statistics and their application to the precision and accuracy of laboratory tests. Designed for the student with little or no background in statistics or quality control, the text provides clear definitions of terminology. Its practical orientation reflects the trend toward automation and is detailed enough to be of value to the established lab technician

ISBN 0-8016-1290-x, 252 pp. $ 8.95
Note: price is approximate

NON-PRINT MATERIALS

PREVIEW COPIES

The following sections contain annotations of 16mm films, filmstrips, filmloops, slides, transparencies, and other non-print media. The annotations were taken from literature supplied by film producers, distributors, and other sources. It is strongly advised that a preview copy be requested for evaluation before showing or purchasing any type of media. A preview copy can usually be obtained on a free loan basis or at a nominal cost.

COMMERCIAL PRODUCTIONS

Audiovisual presentations and written information by manufacturers should not be ignored. Many manufacturers of equipment, furniture, and materials produce short movies or similar audiovisual presentations. While promotional and commercial in nature, such media generally present good information, as well as provide students with a look at the latest technology. In addition, printed literature such as brochures and fact sheets is also available from manufacturers which could be used to supplement the media.

More information about the following media can be obtained by writing to the producer or distributor. Source addresses appear in each resource listing after the title.

ACTIVITIES OF DAILY LIVING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The nurse's role in helping the disabled patient to assist him/herself in eating, dressing and grooming is depicted.

Note: La Belle Format

NTI-04077 $ 85.00

ADMINISTRATION OF EYE DROPS AND EYE OINTMENTS

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Demonstrates a proper technique for the checking, instilling and recording of these eye medications. Close-up photography clearly depicts the entire procedure. Also available for purchase in color super 8mm sound, and color sound filmstrip.

2034, 6 min,. color film
Rental $ 8.00
Sale $75.00

ADMINISTRATION OF INJECTIONS

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Thirty-seven overhead transparencies designed to help demonstrate the administration of intramuscular, subcutaneous, and intradermal injection. Topics:

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2. Intramuscular Injections
   a. Injection sites; b. Techniques and precautions
   16 transparencies $80.00

3. Subcutaneous Injections
   a. Injection sites; b. Techniques and precautions
   7 transparencies $35.00

4. Intradermal Injections
   a. Injection sites; b. Techniques and precautions
   6 transparencies $30.00

Complete set (37 transparencies, Instructor's Guide) $175.00
Additional Instructor's Guides $ 3.00

AMBULATION

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Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Illustrates the normal as contrasted with the abnormal gait. Begins with the normal ambulation pattern of a beginning walker and a 3 year old walker. Pictures the various gait deviations and how to recognize abnormalities during the gait cycle and how to translate them into weakness of specific muscles.

2044, 22 min., color film
Rental $12.00
Sale $250.00

AMPUTEE AMBULATION

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Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

This is the training in the use of newly fitted prostheses for a AK, BK (bilateral above knee-below knee) blind amputee. Begins with the delivery of the prostheses, training in balance and walking in the parallel bars with various kinds of ambulation aids negotiating stairs and ramps.

2045, 22 min, b/w film
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Sale $180.00

ANATOMY AND PHYSIOLOGY

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3384 Peachtree Road, N.E.
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Overhead transparencies (full color) which can be integrated with class lectures, laboratory work, and course review. Each transparency has a special test feature which replaces the descriptive labels with numbers, to test student's progress. Each unit comes with a teacher's manual which suggests key principles and teaching objectives.

Topics:

Unit 1.	The Cell 8 transparencies	$40.00
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Unit 3.	Special Senses 14 transparencies	$70.00
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Unit 5.	Nervous System 14 transparencies	$70.00
Unit 6.	Cardiovascular System 16 transparencies	$80.00
Unit 7.	Respiratory System 10 transparencies	$50.00
Unit 8.	Digestive System 11 transparencies	$55.00
Unit 9.	Urinary System 7 transparencies	$35.00
Unit 10.	Endocrine System 11 transparencies	$55.00
Unit 11.	Reproductive System 11 transparencies	$55.00
Complete set (142 transparencies with 519 overlays or cutaways)		$625.00
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ANATOMY AND PHYSIOLOGY

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3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A two-step program developed to allow flexibility in anatomy and physiology courses to meet the needs of students. Each of the fifteen units is an effective teaching tool consisting of a 35mm filmstrip, a cassette tape, and objectives-oriented instructor's guide. A programmed text, which functions like a tutor, is available for each of the fifteen units. Each programmed text pre-tests the student, guides him through programmed bits or "frames" of information, and suggests questions for review.

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Unit 3.	The Skeletal System programmed text filmstrip	$ 2.95 $35.00
Unit 4.	The Muscular System programmed text filmstrip	$ 3.95 $35.00
Unit 5.	The Nervous System programmed text filmstrip	$ 3.95 $35.00
Unit 6.	The Special Senses programmed text filmstrip	$ 3.95 $35.00
Unit 7.	The Cardiovascular System programmed text filmstrip	$ 2.95 $35.00
Unit 8.	The Lymphatic and Reticuloendothelial Systems programmed text filmstrip	$ 2.95 $35.00
Unit 9.	The Respiratory System programmed text filmstrip	$ 2.95 $35.00
Unit 10.	The Digestive System programmed text filmstrip	$ 3.95 $35.00
Unit 11.	The Urinary System programmed text filmstrip	$ 3.95 $35.00
Unit 12.	The Endocrine System programmed text filmstrip	$ 2.95 $35.00
Unit 13.	Nutrition, Metabolism, Fluid and Electrolyte Balance programmed text filmstrip	$ 3.95 $35.00
Unit 14.	The Reproductive System programmed text filmstrip	$ 3.95 $35.00

Unit 15. Reproduction in Humans
programmed text $ 3.95
filmstrip $35.00

Complete program (15 filmstrips with cassette tapes and instructor's guide $425.00
15 Programmed texts $49.50

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A program of 40 color slides with an 82 minute audio cassette tape and instruction manual. It is conceptual in emphasis, yet important detail has not been omitted.

Complete program - 40 color slides; audio cassette tape and instruction manual $48.00

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Series (15 cassette/filmstrips) $350.00

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THE ANXIOUS PATIENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Understanding anxiety thoroughly and its effects on the behavior of patients is taught.

Note: La Belle Format

NTI-04040 $85.00

APPLICATION OF EYE COMPRESSES

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Shows usage of hot and cold compresses and directs attention to essential information regarding their application. Also available for purchase in color super 8mm sound, and color sound filmstrip.

2035, 6 min., color film
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Department of Photography & Cinema
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Note: La Belle Format

NTI-04071 $85.00

ARMY NURSE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

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S38715, 16 min., b/w film
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W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

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Note: La Belle Format

NTI-04089 $85.00

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W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Arrhythmia is thoroughly explained; those the nurse needs to identify to provide the best possible patient care are studied.

Note: La Belle Format

NTI-04088 $85.00

BASIC INTAKE AND OUTPUT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The nurse's role in understanding the importance of fluid balance, of observation, of assisting the patient to maintain fluid balance is explained.

Note: La Belle Format

NTI-04042 $85.00

BASIC MEDICAL ASEPSIS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The hospital's invisible barrier-medical asepsis is described, defining pathogen, microorganism, infection, sterile, and disinfection. Practicing patient and staff hygiene is emphasized.

Note: La Belle Format

NTI-04024 $85.00

BASIC MEDICAL TERMINOLOGY CASSETTES

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Provides definitions, pronunciation, and review of over 350 most used nursing terms: cardiovascular, nervous, lymphatic, respiratory systems; eye microbiology; chemistry; disease process; nutrition; legal terminology; geriatrics; internal medicine; drugs; surgical nursing; orthopedics.

XX25-55, 2 cassettes $13.95

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3. Female Foley Catheterization, 91 frames. Bladder Irrigation, 82 frames.
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5. Male Foley Catheterization, Bladder Irrigation, 85 frames.
6. Male Continuous Bladder Irrigation - Tidal Drainage, 98 frames.
7. Vaginal Douche and Perineal Care, 62 frames.
8. Administration of Enemas, 77 frames.
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16. Nursing Procedures for Cardiac Care Units, 68 frames.
17. Nursing Procedures for the Recovery Room, 62 frames.
19. The Use of Turning Frames, 114 frames.
20. Part 1: Nursing Care of the Orthopedic Patient - Case Care.
20. Part 2: Nursing Care of the Orthopedic Patient - Traction.
24. Safety in Medical Facilities, 108 frames.
29. Administration of Medications General Consideration, 64 frames.
30. Administration of Medications - Routes, Procedures, and Techniques, 102 frames.

31. Administration of Medications - Intravenous Fluid Therapy, 73 frames.

32. Intradermal Injection Technique, 34 frames.

33. Subcutaneous (Hypodermic) Injection Technique, 24 frames.

34. Intramuscular Injection Technique, 62 frames.

35. Intravenous Injection Technique, 48 frames.

36. Parenteral Drug Administration.

Individual Filmstrips $30.00

BIOGRAPHY OF THE UNBORN

University of California
Extension Media Center
Berkeley, California 94720

Simple and understandable illustration of the development of life inside the mother's womb. Opens with a photomicrograph of the wandering female ovum during ovulation, shows sperm cell fertilizing ovum and development through the entire period preceding birth. Suitable for high school students as well as for nursing and premedical students and adult discussion groups.

2882, 17 min. film
Rental $12.00

BLOOD PRESSURE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The reasons for varying blood pressure are presented. The student is shown how to take these readings and the importance of accurately recording them.

Note: La Belle Format

NTI-04066 $85.00

BLOOD TRANSFUSIONS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The whys and wherefores of blood transfusions are thoroughly covered to assist the nurse in her role.

Note: La Belle Format

NTI-04045 $85.00

BODY ALLIGNMENT AND PREVENTION OF CONTRACTURES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Proper body allignment is stressed, emphasizing the possible dangers of bed rest without exercise. Range-of-motion exercises are presented.

Note: La Belle Format

NTI-04069 $85.00

CALCULATING DOSAGES: A PROGRAMMED LEARNER FOR STUDENT NURSES

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

Intended for nursing students, this programmed workbook contains learning exercises and study tests on using household, apothecary, and metric systems in calculating medication dosages. The material, organized in six learning units, was designed to help students meet six objectives: correctly interpret and use accepted symbols and abbreviations in the different measuring systems when calculating and recording drugs and solutions; translate units of weight and measure into equivalents in other systems; solve dosage problems involving Roman numerals, decimals, fractions, ratio and proportion, addition, subtraction, division, and multiplication; calculate correct dosages when ordered in one system and available only in another; follow manufacturer's instructions for making powdered drugs into solutions for parental administration; and determine the amount of medication to withdraw from multidose vials to obtain exact dosages. Each learning unit contains a pretest (which, if the student responds correctly, indicates the unit may be skipped) and learning exercises with memorization and self-test sections. When the unit is completed, the student takes the pretest again and does not go on to subsequent units before passing it. Units cover: abbreviations, symbols,

and approximate equivalents; determining dosages; using ratio and proportion; adding diluents to powdered medications; and drugs and solutions.

Order: ED153690
(MF) $ .90
(PC) $ 3.80

CARDIO-PULMONARY RESUSCITATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A "sudden death" situation is dramatized to depict the methods a nurse can perform in resuscitating the patient. Step-by-step procedures are taught.

Note: La Belle Format

NTI-04090 $85.00

CARE OF THE GERIATRIC PATIENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: need for careful construction of a nursing care plan to compensate for patient's physiological and psychological losses; rehabilitation of geriatric patient rather than custodial care.

XX202C, Filmstrip program with cassette $55.00
XX202R, Filmstrip program with LP record $30.00

CARE OF THE PATIENT WITH A FOLEY CATHETER

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The sensitivity and skill in caring for a patient with an indwelling catheter are depicted.

Note: La Belle Format

NTI-04097 $85.00

CARE OF THE TERMINALLY ILL

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: Psychological stages common to the terminally ill; reactions of patient's family, of nursing team.

XX203C, Filmstrip program with cassette $55.00
XX203S, Filmstrip program with LP record $30.00

CAREERS IN NURSING

Pathescope Educational Media, Inc.
71 Weyman Avenue
New Rochelle, New York 10802

This presentation descirbes the establishment of nursing as a profession and reports its enormous growth with a vast range of opportunities for both men and women. Interviews with people in nursing clarify exactly what the nurse does - how the nurse functions within a health team; the variety of hospital nursing duties - general, surgical, children's obstetrical, emergency, operating - and examines nursing outside the hospital - the clinic, doctor's office, special duty, psychiatric, public health, visiting nurse. Interviews reveal the "common bond of conscience", the feeling of responsibility shared by all nurses.

Part two clearly outlines personal and scholastic qualifications, stressing the importance of individual suitability to the profession. Interviews relate the advantages and disadvantages of available training programs and detail what a nurse's training is like in class, the lab, and working with patients. Brief statements by nurses highlight the difficulties and the satisfactions of nursing.

701 $50.00

CHARTING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The chart as a basic communications device is explained. The standard procedures in good charting are taught.

Note: La Belle Format

NTI-04036 $85.00

CHILDREN IN THE HOSPITAL

University of California
Extension Media Center
Berkeley, California 94720

Documents spontaneous activity of children four to eight years old in the wards of Boston City Hospital, illustrating types of emotional response to the stress of hospitalization, illness, and separation. Good material for a discussion of the varying defense mechanisms children use, as well as the types of supportive help that can be given by adults and other children.

5908, 44 min., film
Rental $18.00

CIRCULATION

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Goergia 30326

A series of 3 color filmstrips with cassette tapes traces circulatory systems from simple, seadwelling, single-cell organisms to those of higher forms and finally to man.

1. Blood
2. The Heart
3. Arteries, Veins and Lymphatics

3 color filmstrips with cassette tapes and program guide $74.00

CIRCULATION AND THE HEART

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The human circulatory system is introduced with emphasis on the heart, pressure and the principles basic to nursing and knowledgeable patient care.

Note: La Belle Format

NTI-04086 $85.00

THE CONCEPT OF ANXIETY

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Discusses anxiety as a universal subjective experience that can be observed in its manifestations and that has meaning in terms of present and past interpersonal experiences. Useful for nursing, medical and allied health services where patient anxiety must be alleviated.

U 60046, 44 min, b/w film
Rental $12.25

DECISION MAKING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A human drama depicts the team leader making routine and important decisions. The decision-making process is explained in practical terms.

Note: La Belle Format

NTI-04113 $85.00

DEVELOPING THE SKILLS OF OBSERVATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

An observant nurse assists a patient's discomfort. Learning how to observe intelligently utilizing all senses is emphasized.

Note: La Belle Format

NTI-04041 $85.00

DIAGNOSIS OF HYSTERICAL WEAKNESS

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

This film illustrates the five clinical signs of hysterical weakness - bizarre gait, slow motion, overflow, ratchety response on muscle testing, and inconsistency. Each of the signs is illustrated and explained, and a patient example is presented, summarizing all of the five signs.

2055, 17 min, color film
Rental $10.00
Sale $250.00

DISEASES

Learning Arts
P. O. Box 179
Wichita, Kansas 67201

Each disease is carefully explained from the point of detection to symptoms, incubation, communicability, and prevention. There are two 15 minute programs on each tape - one per side.

Diseases 1/Diseases 2
Alergy/Asthma
Conjunctivitis/Eczema
Hay Fever/Hives
Anthrax/Bacteria
Bubonic Plague/Cholera
Croup/Diphtheria
Dysentery/Erysipelas
Leprosy/Meningitis
Scarlet Fever/Scrofula
Tetanus/Tuberculosis
Turlaremia/Typhoid Fever
Asphyxiation/Bends
Frostbite/Gangrene
Virus/Yellow Fever
Osteomyelitis/Paratyphoid Fever
Pneumonia/Rheumatic Fever
Undulant Fever/Whooping Cough
Airsickness/Altitude Sickness
Immersion Foot/Lead Poisoning
Radiation Sickness/Red-Out
Athlete's Foot/Fungus Disease
Histoplasmosis/Jungle Rot
Herpes/Infectious Mononucleosis
Seasickness/Sunstroke
Lumpy Jam/Thrush
Beriberi/Scurvy
Pellagra/Rickets
Dysentery/Elephantiasis
Hookworm/Kala Azar
Malaria/Parasite
Pinworm/Ringworm
Roundworm/Sleeping Sickness
Tapeworm/Trichinosis
Dengue/German Measles
Influenza/Measles
Mumps/Poliomyelitis
Rabies/Smallpox
Chicken Pox/Cold, Common

Individual title, cassette $ 7.00

ELECTRICAL HAZARDS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Potential electrical hazards to Hospital safety are pointed out. The appropriate actions to prevent and/or deal with electrical dangers are stressed.

Note: La Belle Format

NTI-04033 $85.00

ELECTROCARDIOGRAPHY

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 20144

A thorough explanation of electrocardiography is presented and measuring on ECG paper explained.

Note: La Belle Format

NTI-04087 $85.00

EMBRYOLOGY

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of 2 color filmstrips with cassette tapes details the processes involved in human fetal development.

2 color filmstrips with cassette tapes and program guides $50.00

EMERGENCY CARE OF EYE INJURIES

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Demonstration in emergency room procedure, first aid, and some preventive measures. The emphasis is on immediate action to help save sight. Also available for purchase in color super 8mm sound, and color sound filmstrip.

2037, 8 min, color film
Rental $ 8.00
Sale $75.00

EMERGENCY DEPARTMENT CARE

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This presentation explains methods and procedures essential to the care of a patient from arrival at the emergency department to discharge. Each module consists of filmstrip, cassette tape, and instructor's guide.

1. Physical Facilities, ideal use of facilities and how to update older facilities, 9:25 min, 43 frames.

2. Equipment and Supplies, ideal equipment set-up for efficient care, 14:39 min., 68 frames.

3. Patient Flow, improve flow during examination, treatment, discharge. Design/use of emergency chart, 10:19 min., 52 frames.

4. Management of Minor Wounds, emphasizes patient follow-up care and referral, 17:35 min., 79 frames.

5. Care of Patient with Multiple Injuries, initial life-saving measures for patients with multiple trauma, 18 min., 81 frames.

6. Care of Patients with Neurological Injuries, managing minor or severe neurological, neurosurgical conditions; handle patient to prevent further injury to spinal cord. 14:05 min., 66 frames.

7. Interpersonal Relations in Emergency Dept. Nursing, problem-solving suggestions in relations with in-hospital departments and public agencies, 18 min., 82 frames.

8. Care of Patients with Fractures, recognition, protection, initial care of fractures, 15 min., 72 frames.

9. Care of Severely Burned Patient, various methods for initial burn care, 19:12 min., 84 frames.

10. Emergency Department Nursing During Disaster, role of E.D. in hospital-wide disaster plan; coping with increased number of patients in non-hospital-wide disaster, 15:09 min., 66 frames.

11. Emergency Department Nursing During Medical Emergencies: Part I, cardiac problems, myocardial infarction, cardiac arrest, congestive heart failure, 15:50 min., 65 frames.

    Part II, stroke, intracranial hemorrhage, diabetic coma, insulin shock, psychiatric emergencies, drug addiction and abuse, 21:30 min., 102 frames.

Each module (filmstrip, cassette, & instructor's guide) $50.00
Complete set (12 modules) $500.00

EMERGENCY REMOVAL OF PATIENTS

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Shows mass evacuation of patients in case of fire in a hospital. All details of procedures are pictured.

S38918, 15 min., color film
Rental $ 9.15

ENDOTRACHEAL INTUBATION AND TRACHEOSTOMY CARE

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This program will instruct nursing personnel in the care of the intubated or tracheostomized patient. It includes a step-by-step procedure for suctioning the nose, mouth, pharynx and trachea. This program utilizes actual case histories to illustrate nursing techniques in ventilation, humidification, and related complications, as well as equipment necessary to implement these procedures.

22-0702C	Filmstrip Program with Cassette, Training Guide Evaluation Test	$55.00
22-0702R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-07023	Evaluation Tests, Package of 50	$ 3.00
22-07027	Extra Training Guides	$ .25
22-0001	Answer Cards, Package of 50	$ 3.50

EPILEPTIC SEIZURE PATTERNS

University of California
Extension Media Center
Berkeley, California 94702

Shows, with actual patients, characteristics of six types of epileptic seizure: grand mal; petit mal; automatism; myoclonic; psychomotor; and mixed adversive-grand mal. Also shows and compares normal and epileptic EEG tracings.

8343, 25 min., color film
Rental $17.00

ETHICS AND THE HOSPITAL

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The nature and importance of personal ethics and self-discipline on the successful functioning of the nursing team are thoroughly explained.

Note: La Belle Format

NTI-04025 $85.00

FEMALE CATHETERIZATION I

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Caring for the physical and emotional aspects of the female catheterized patient is taught, emphasizing the step-by-step procedures.

Note: La Belle Format

NTI-04098 $85.00

FEMALE CATHETERIZATION II

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The techniques of the French and Foley catheters are described. The nurse is taught the what, why, and how of proper urine drainage.

Note: La Belle Format

NTI-04099 $85.00

FOOD AND MATERNAL DEPRIVATION

University of California
Extension Media Center
Berkeley, California 94720

Part of the record collected by a French research unit studying effects of maternal deprivation on child development, indicates that feeding difficulties are often linked with maternal deprivation and that a child's attitude toward food is frequently an expression of his attitude toward adults willing to give him maternal care. Intended for professional audiences, including pediatricians, social workers, nurses, teachers.

4849, 20 min, film
Rental $14.00

FUNDAMENTAL NURSING PRINCIPLES, SECOND ED.

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Updated overhead transparency series helps train nurses how and why health care procedures work.
Complete Set (406 transparencies) $795.00

List of transparencies:

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1. Principles - the Basis for Nursing Actions (9 transparencies) $22.50
2. Health and Its Meaning (11 transparencies) $27.50
3. Organization for Health (9 transparencies) $22.50
4. The Junction and Role of the Nurse (6 transparencies) $15.00
5. The Nurse's Plan for Patient Care (12 transparencies) $30.00

Unit I: 47 transparencies $105.00

Unit II. Observation of Vital Signs-Basic for Nursing Judgments

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8. Levels of Consciousness (7 transparencies) $17.50
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10. Electrocardiogram (6 transparencies) $15.00

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2. Feeding the Patient (14 transparencies) $35.00
3. Dressing (14 transparencies) $12.50
4. Sleep (9 transparencies) $22.50
5. Output from Gastrointestinal Tract (42 transparencies) $105.00
6. Output from Urinary Tract (Elimination-Bladder) (30 transparencies) $75.00
7. Moving the Patient in Bed (11 transparencies) $27.50
8. Preparing the Patient for Ambulation (7 transparencies) $17.50

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1. Environmental Safety-Biological Factors (24 transparencies) $60.00
2. Environmental Safety - Physical Factors (12 transparencies) $30.00
3. Mental Health Factors (15 transparencies) $37.50

Unit IV: 51 transparencies $114.00

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1. Body Mechanics (13 transparencies) $32.50
2. Protective Positioning (7 transparencies) $17.50
3. Range of Motion Exercises (47 transparencies) $117.50
4. Application of Heat and Cold (9 transparencies) $22.50
5. Elastic Stockings and Ace Bandages (3 transparencies) $ 7.50
6. Wound Dressings (5 transparencies) $12.50

Unit V: 84 transparencies $189.00

FUNDAMENTALS OF NURSING

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This series of overhead transparencies provides an important contribution to the student's visualizing important nursing procedures.

Set of 24 transparencies with 68 overlays $135.00

GAIT TRAINING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The pathological condit ons affecting gait are presented. Developing exercises and balance is demonstrated. The nurse is taught how to assist the patient to walk utilizing several aids and methods.

Note: La Belle Format

NTI-04076 $85.00

THE GASTRO-INTESTINAL TRACT

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This series of 3 color filmstrips with cassette tapes discussing the entire digestion prooess.

1. Food
2. The Upper Gastro-Intestinal Tract, Glands and Secretions
3. Digestion

3 color filmstrips with cassette tapes and program guide $74.00

GROUP DYNAMICS IN THE PLANNING CARE CONFERENCE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Group dynamics properly practiced in a successfully conducted planning care conference. A good team...a reflection of a good leader...is the result.

Note: La Belle Format

NTI-04027 $85.00

GROWTH FAILURE AND MATERNAL DEPRIVATION

University of California
Extension Media Center
Berkeley, California 94720

Clinical study shows that physical and mental retardation in young children may often result from a lack of parental attention, especially from the mother. Such stimulus deprivation frequently exists within unstable families in hard-core poverty areas of cities. Demonstrates clinical features of infantile marasmus in two girls from fatherless homes and impoverished surroundings who are given "massive doses of tender loving care" as well as medical treatment at Detroit's Northwestern Wayne County Child Guidance Clinic. Both show dramatic improvement. Emphasizes that these results can be duplicated in any general hospital or well-run childcare facility, even by otherwise untrained people. Excellent for courses in child development, nursing, and Head Start training.

7564, 28 min., film
Rental $17.00

HOSPITAL FIRE SERIES

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Situational training technique with 35mim. color filmstrip and cassette tape. Tests trainee's reactions in situations.

Patient Area Series

1. How to React to Fire	$45.00
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Complete Set	$160.00

Laboratory Series

1. How to React to Fire	$45.00
2. How to Fight Fire	$45.00
3. How to Prevent Fire	$45.00
Complete Set	$120.00

Operating Room Series

1. How to React to Fire	$45.00
2. How to Prevent Fire	$45.00
Complete Set	$80.00

HOSPITAL FIRES AND THE EVACUATION OF PATIENTS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The 4 different stages of evacuation, basic to all hospitals, are carefully detailed, and the roles of the various nursing personnel emphasized.

Note: La Belle Format

NTI-04030 $85.00

HOSPITAL FIRES - THEIR CAUSE AND PREVENTION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A thorough presentation of causes of fires and their prevention, this program emphasizes what every nurse must learn and must do.

Note: La Belle Format

NTI-04031 $85.00

HOSPITAL MATERNITY CARE - FAMILY CENTERED

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Presents a new concept in maternity management. Stresses factors that can contribute toward maintaining the family unit intact during the maternity period, and emphasizes the need to regard maternity as a normal physiological process, rather than as a pathological process.

U 56453, 28 min., B/W film
Rental $ 9.80

HOSPITAL SEPSIS - A COMMUNICABLE DISEASE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Designates the many ways by which infection can be spread throughout a hospital, and utilizes a staphylococcus-infected patient as an example

of one of the most important phases of the problem.

U 56496, 28 min., color film
Rental $ 9.70

HOSPITEX

Didactic Systems, Inc.
Box 547
Cranford, New Jersey 07016

An exercise designed for general and first-line management personnel in hospitals and for third-year student nurses by Management Games Limited. This exercise deals with the management of various hospital wards: surgical, medical, psychiatric, geriatric, midwifery, and pediatric. Playing time: 3 to 5 hours. Participants: 6 to 30, working in teams of 2. Basic set contains sufficient material for 20 students or any one ward, and includes one instructor's manual.

Note: Specify Ward

Per Ward $60.00

HOW TO HELP A PATIENT WALK

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The reasons for ambulation of the patient are presented. Assisting patients using various types of walking aids including hand rails and parallel bars are stressed.

Note: La Belle Format

NTI-04061 $85.00

HUMAN ANATOMY

A. W. Peller & Associates, Inc.
Education Materials
124 Rea Avenue
Hawthorne, New Jersey 07506

31 transparencies, can be purchased individually. A graphic presentation of basic human anatomy, with vocabulary overlays.

Basic Only

HA 3011	Human Heart	$ 1.65
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HA 3042	Human Ear	$ 1.65
HA 3052	Human Teeth	$ 1.65
HA 3062	Human Skeleton	$ 1.65
HA 3072	Skeleton and Muscles	$ 1.65
HA 3082	Human Teeth (Permanent Set)	$ 1.65
HA 3092	Human Eye	$ 1.65
HA 3112	Human Digestive System	$ 1.65

Two Color

HA 301	Human Heart	$ 2.15
HA 302	Human Respiratory	$ 2.15
HA 303	Human Tooth	$ 2.15
HA 304	Human Ear	$ 2.15
HA 305	Human Teeth	$ 2.15
HA 306	Human Skeleton	$ 2.15
HA 307	Skeleton and Muscles	$ 2.15
HA 308	Human Teeth (Permanent Set)	$ 2.15
HA 309	Human Eye	$ 2.15
HA 311	Human Digestive System	$ 2.15

Entire Series HA-S $52.80
Catalog and kit $ 1.00

HUMAN PYSIOLOGY

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Complete Series (14 color filmstrips with cassette tapes and program guides) $328.00

INCIDENTS AND ACCIDENTS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The prevention of accidents is stressed. A dramatization explores the nurse's role in learning how to eliminate accidents. The Incident Report is also covered.

Note: La Belle Format

NTI-04032 $85.00

INTRAMUSCULAR INJECTIONS

Career Aids, Inc.
8950 Lurline Avenue, Dept T-4
Chatsworth, California 91311

Designed for RN's and other nursing personnel who will be giving injections (may include LPN's/LVN's, physical therapists, or others.) This program teaches the locations of the dorogluteal, ventrogluteal, laterofemoral, and deltoid sites. Photographs, diagrams, and audio information present the reasons why intramuscular injections are selected over other methods and also clearly show the dangers of not placing intramuscular injections correctly. The self-test questions throughout the program allow the learner to practice locating proper injection sites as well as to understand reasons for use of intramuscular injections, dangers involved, and good practices and techniques. The learner's ability to perform the objectives of the program will be valuable in all hospitals, convalescent hospitals, clinics and medical offices where injections are administered.

22-0201C	Filmstrip Program with Cassette, Training Guide, Evaluation Test	$55.00
22-0201R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-02013	Evaluation Tests, Package of 50	$ 3.00
22-02017	Extra Training Guides	$ .25
22-0001	Answer Cards, Package of 50	$ 3.50

INTRODUCTION TO CLINICAL AUSCULTATION: TRICUSPID STENOSIS

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

An anatomic basis for the auscultatory areas in man and the concept of right ventricular inflow and outflow tracts is presented. Cineangiographic views of the right heart add the dimension of pulsatile flow. Right atrial and right ventricular pressure pulses show the normal pressure relationships. Changes in the auscultatory areas in tricuspid stenosis, cineradiographic views of the stenotic tricuspid valve, altered pressure pulses with diastolic pressure gradient and localization of the diastolic murmur to the right ventricle are contrasted to the normal, inspiratory augmentation of the tricuspid murmur is demonstrated and the mechanisms discussed. These anatomic and pathophysiologic principles may be used to great advantaged in clinical bedside auscultation.

2042, 25 min., color film

Rental	$12.00
Sale	$220.00

AN INTRODUCTION TO THE NURSING CARE PLAN

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A broad orientation to the nursing care plan concept is presented, and all members of the nursing team and their roles are shown.

Note: La Belle Format

NTI-04026 $85.00

AN INTRODUCTION TO POSTURE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The need and reasons for good posture are reviewed. The importance of good posture to the nursing team member is emphasized.

Note: La Belle Format

NTI-04068 $85.00

INTRODUCTION TO SHOCK MANAGEMENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This program describes the process, the five major categories, signs and symptoms of shock. Utilizing dramatized case histories, the nurse is taught to recognize primary signs and symptoms of shock and to initiate necessary emergency procedures in caring for the shock patient.

22-0601C	Filmstrip Program with Cassette, Training Guide, Evaluation Test	$55.00
22-0601R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-06013	Evaluation Tests, Package of 50	$ 3.00
22-06017	Extra Training Guides	$ .25
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INTRODUCTORY SURGICAL ANATOMY

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IPPB

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The nurse's role in performing IPPB treatments is thoroughly explained including the hows and whys of such treatment. Potential hazards are emphasized.

Note: La Belle Format

NTI-04094 $85.00

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Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
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22-0901C	Cassette Version	$55.00
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ISOLATION TECHNIQUE

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A series of overhead transparencies detailing the collective procedures used for protecting the patient, hospital personnel, and visitors from disease - producing micro-organisms.

Set of 10 transparencies and 29 overlays $72.00

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Cambridge
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Lesson 5. Skeletal System
Lesson 6. Organ Systems
Lesson 7. Skeletal System (expansion of material from Lesson 5)
Lesson 8. Cardiovascular System (with expansion of selected material from Lesson 6)
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Set of 25 overhead transparencies with 56 overlays $110.00

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MALE CATHETERIZATION I

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The purpose and proper techniques of catheterization are taught, along with the principal organs of the urinary system, their malfunctions, and two basic types.

Note: La Belle format

NTI-04095 $85.00

MALE CATHETERIZATION II

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A simple catheterization and a Foley retention catherter techniques are carefully explained. The nurse's role in alleviating patient discomfort and trauma is outlined.

Note: La Belle Format

NTI-04096 $85.00

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MEDICAL TERMINOLOGY AND ABBREVIATIONS

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P. O. Box 831
Columbia, Maryland 21044

The Greek, Latin and English of the medical vocabulary are taught with several keys to pronunciation and using symbols and abbreviations.

Note: La Belle Format

NTI-04108 $85.00

MEDICAL TERMINOLOGY: ANATOMICAL: BASIC FOUNDATION COURSE

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P. O. Box 831
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Note: La Belle Format

NTI-04080 $85.00

MEDICATIONS - THE PEDIATRIC PATIENT

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The 3 main age groups are classified. The special techniques required for each are taught.

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Designed to meet the job-related metric measurement needs of students interested in licensed practical nursing. The package is intended for students who already know the occupational terminology, measurement terms, and tools currently in use. Each of the five units in this instructional package contains performance objectives, learning activities, and supporting information in the form of text, exercises, and tables. In addition, suggested teaching techniques are included. At the back of the package are objective-based evaluation items, a page of answers to the exercises and tests, a list of metric materials needed for the activities, references, and a list of suppliers. The material is designed to accomodate a variety of individual teaching and learning styles, e.g., independent study, small group, or whole-class activity. Exercises are intended to facilitate experiences with measurement instruments, tools, and devices used in this occupation and job-related tasks of estimating and measuring.

Order ED 134759
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W. B. Cavanaugh Company
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Columbia, Maryland 21044

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Note: La Belle Format

NTI-04034 $85.00

NURSE-PATIENT RELATIONSHIPS

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Meeting the challenge of caring for the dying patient, dealing with the family, and the nurse's own feelings are dramatized in this program.

Note: La Belle Format

NTI-04103 $85.00

NURSING CARE OF THE PATIENT IN PAIN

W. B. Cavanaugh Company
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Columbia, Maryland 21044

Providing care for the patient in pain is depicted. The attributes of patience, tolerance, gentleness, technical skill and astute observation are emphasized. Care of the dying is also noted.

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NURSING CARE: A PROBLEM SOLVING APPROACH

Career Aids, Inc.
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A program designed to provide a creative refresher in current nursing principles and practice, and provide help in reviewing for the R.N. Licensure Examination. Methods for solving nursing care problems are presented in a variety of situations, conversations, questions, with repetition for reinforcement, varied pace, voicing, and sound effects. Researched, developed and reviewed by a team of professional nurse educators.

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Psychological Practice in Nursing Care
Cassette 5. Nursing Care: Medical-Surgical Asepsis
Nursing Care: Communicable Diseases
Cassette 6. Nursing Care: Gastro-intestinal Problems
Nursing Care: Genitourinary Problems
Cassette 7. Nursing Care: Respiratory Problems
Nursing Care: Cardio-vascular Problems
Cassette 8. Nursing Care: Orthopedic Problems
Nursing Care: Patient Rehabilitation
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NURSING EDUCATION: ASEPSIS

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610.7321 Selection of Site for Intramuscular Injection: Lateral Thigh
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610.7352 Catheterization: Preparation of Sterile Field
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NURSING SKILLS FOR ALLIED HEALTH SERVICES: VOLUME I

ERIC Document Reproduction Service
P. O. Box 190
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Volume 1 of the two-volume textbook on nursing skills presents instructional materials (units 1-20) based on 184 activities designated by the Allied Health Professions Projects national survey as those which are accomplished by all levels of nursing. Unit titles are: 1) the health worker and the law; 2) introduction to ethics in the healing arts; 3) environment and the patient; 4) guidelines for performance of nursing skills; 5-6) body alignment, balance, and movement for health workers, parts 1 and 2; 7) introduction to charting; 8) handwashing technique for medical asepsis; 9) making hospital beds; 10) assisting the patient to dress and undress; 11) baths; 12) care of the hair; 13) special skin care; 14) patient movement and ambulation; 15) mechanical aids for ambulation and movement; 16) positioning the bed patient; 17) assisting with nutrition; 18) fluid intake and output; 19) observing intravenous therapy; and 20) assisting with spiritual care. Each unit includes: student directions, performance objectives, vocabulary, pre- and posttests, performance tests and checklists, and illustrated instructional materials. Materials are adaptable for on-the-job training through the associate degree in nursing, as well as adult education and staff development programs.

Order ED 120364

MF	$ .98
PC	$25.17

NURSING SKILLS FOR ALLIED HEALTH SERVICES: VOLUME II

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P. O. Box 190
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Volume II of the two-volume textbook on nursing skills presents instructional materials (units 21-36) on nursing skills based on 184 activities designated by the Allied Health Professions Projects national survey as those which are accomplished by all levels of nursing. Unit titles are: 21) urine elimination; 22) bowel elimination; 23) collection of sputum and gastric specimens and care of the vomiting patient; 24) perineal care; 25) care of the patient with gastrointestinal tubes; 26) the cardinal signs (temperature, pulse, respiration, and blood pressure); 27) admission, transfer, and discharge; 28) care of the dying patient and postmortem care; 29) care of patients receiving oxygen therapy; 30) cardiopulmonary resuscitation; 31) assisting with procedures (heat and cold treatments, turning frames, and restraints); 32) application of bandages and binders; 33) preoperative care of a patient; 34) preparation of consents, releases, and incidents; 35) postoperative care of a patient; and 36) isolation technique (direct, reverse, and terminal disinfection). Each unit includes: student directions, performance objectives, vocabulary, pre- and posttests, performance tests and checklists, and illustrated instructional materials. Materials are adaptable for on-the-job training through the associate degree in nursing, as well as adult education and staff development programs.

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MF	$ .98
PC	$25.15

NURSING STAFF ORAL COMMUNICATIONS

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: scope, purpose, effect of communication; structure of perception.

XX301C	Filmstrip program with cassette	$55.00
XX301R	Filmstrip program with LP record	$30.00

THE NURSING TEAM AND THE LAW

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: avoiding litigation by becoming familiar with state law and hospital policy, by using common sense, by relying on professional nursing skills.

XX501C	Filmstrip program with cassette	$55.00
XX501R	Filmstrip program with LP record	$30.00

OBSERVING THE PATIENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: importance of good patient observations, becoming a good observer, symptoms to be observed and recorded.

XX102C	Filmstrip program with cassette	$55.00
XX102R	Filmstrip program with LP record	$30.00

ON BECOMMING A NURSE-PSYCHOTHERAPIST

University of California
Extension Media Center
Berkeley, California 94720

Dramatized case study of the experiences of Judy, a young nursing student with some previous introductory psychiatric nursing knowledge and training, as she learns to assume the role of nurse-psychotherapist. Follows her first case, a college student named Paul, from initial interview until termination a few months later. Using the method of individual relationship therapy, Judy's instructor introduces her to her new role. Shows the development of two parallel relationships - nurse with patient and nurse with instructor. Emphasizes therapeutic tools developed by the nurse, showing her failures of intervention as well as her successes; her growing understanding of the reasons for success or failure as she and her instructor discuss her difficulty in accepting her role and maintaining her confidence throughout therapy; and her gradual awareness of herself as a psychotherapist as she begins to see

signs of improvement in the patient. Intended primarily to interest nurses and students in psychiatric nursing as a specialty. Also of interest to anyone concerned with the techniques of psychotherapy and the urgent need to augment the professional assistance currently available in the field of psychiatry.

7846, 42 min., color film
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Videotape $325.00

ONE LITTLE, TWO LITTLE, THREE LITTLE INDIANS: MANAGEMENT OF INFANT AMPUTEES

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbia, Ohio 43210

Early fitting of infant amputees is emphasized. Creative adaptation of harnessing, preservation, and appropriate activity for the development level are all clearly shown as necessary in the management. The role of the occupational therapist as a trainer of the parent is noted.

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PAIN AND ITS ALLEVIATION

University of California
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Dramatically encourages the graduate nusre to critically examine her role in the professional alleviation of pain. Emphasizes importance of an intuitive and personal approach toward the patient, showing how reaction to pain may vary according to cultural and socioeconomic background. Two pamphlets to be used with the film may be purchased.

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PARENTERAL FLUID THERAPY - NURSING IMPLICATIONS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The responsibilities of the nurse during parenteral fluid therapy are explained including procedures to perform in the event of complications.

Note: La Pelle Format

NTI-04044 $85.00

PARENTERAL MEDICATIONS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The purposes and methods of administering parenteral medication are demonstrated. Accuracy, caution, and charting are emphasized.

Note: La Belle Format

NTI-04079 $85.00

PATIENT ADJUSTMENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Alerts the nursing staff to the importance of helping patients adjust to the hospital environment. Three dramatized cases illustrate how cultural, social and personal needs of patients must be met if treatment is to be successful. Since each patient has his own special needs, learners are not given pat answers but are guided into creative thinking toward solutions to individual problems.

22-0902C Cassette version $55.00
22-0902R Record version $30.00
Package includes: sound/color filmstrip, record or cassette, evaluation test and training guide.

THE PATIENTS CHART

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The unit secretary as an expediter-recordkeeper is emphasized. Keeping patient's charts is shown step-by-step.

Note: La Belle Format

NTI-04107 $85.00

THE PATIENT IN TRACTION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The role of the nurse in caring for the traction patient is stressed in this introductory program.

Note: La Belle Format

NTI-04082 $85.00

THE PATIENT ON A TURNING FRAME

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The turning frame is thoroughly explained. The nurse's apprehension is confronted and he/she is taught the self-confidence practices required.

Ntoe: La Belle Format

NTI-04084 $85.00

THE PATIENT WITH A COMMUNICABLE DISEASE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The essential principles and techniques in caring for this patient are dramatized. Medical asepsis and emotional support are emphasized.

Note: La Belle Format

NTI-04101 $85.00

PEDIATRICS: NEWBORN RESPIRATORY TRACT

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Eleven full-color overhead transparencies illustrate a step-by-step comparison of the newborn and adult respiratory tracts. Supplementary text calls attention to modifications necessary when giving respiratory assistance or therapy to the newborn. Instructor's guide offers teaching suggestions.

Eleven overhead transparencies and Instructor's Guide $65.00
Student Text, "Newborn Respiratory Tract" $ 1.00

PERFORMANCE EVALUATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Emphasizing accurate and objective personnel recordkeeping, constructive criticism, conferencing techniques and self-evaluation, the supervisor is depicted in an actual evaluating situations.

Note: La Belle Format

NTI-04111 $85.00

PHILOSOPHY OF SUPERVISION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A basic introduction to the principles of effective leadership, this program explains the philosophy of supervision and practical applications through a hypothetical nursing team situation.

Note: La Belle Format

NTI-04110 $85.00

PHILOSOPHY OF TEAM NURSING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Team nursing is explained in detail emphasizing why the change to team nursing, the importance of each member, and the lasting benefits to all.

Note: La Belle Format

NTI-04028 $85.00

PHYSIOLOGICAL AND EMOTIONAL ASPECTS OF PAIN

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Understanding the characteristics of pain and different reactions by individuals is explained. The role of the nurse to know the types and causes is pointed out, emphasizing precise effects of medication. Assisting the patient and charting

is stressed.

Note: La Belle Format

NTI-04038 $85.00

PHYSIOLOGY OF THE CENTRAL NERVOUS SYSTEM

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of 44 color slides, a 26 min. audio cassette tape, and an instruction manual. Based on a preliminary understanding of neuronal dynamics, more advanced structural and functional features of the spinal cord and brain are presented in a highly integrated manner.

Complete cassette tape and instruction manual $52.00

PHYSIOLOGY OF THE CENTRAL NERVOUS SYSTEM

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This comprehensive program includes a set of 16 overhead transparencies with 38 overlays, 2 disclosure masks, and an instructor's guide. It starts with a single neuron and builds up to the complex formations of the brain, in color.

Set of 16 transparencies and 42 overlays instructor's guide $135.00

PHYSIOLOGY OF THE HEART

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of 42 color slides, a 16 min. audio cassette tape, and an instruction guide dealing with cardiovascular anatomy and dynamics.

Complete program (42 color slides, audio cassette tape and instruction manual. $50.00

PHYSIOLOGY OF THE HEART

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A set of overhead transparencies in full color explore the heart and circulatory system in precise, informative, full-color detail.

Set of 14 transparencies with 30 overlays and instructor's Guide $120.00

PHYSIOLOGY OF THE HEART

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

This outstanding program deals with cardiovascular anatomy and dynamics, a vital topic for anyone involved in the clinical or research areas of cardiac disease.

42 color slides, 15 min. cassette, instructional manual $50.00
14 transparencies, 30 overlays, 9 disclosure masks and instructor's guide, packed in a vinyl storage/carrying case $129.00

PLANNING NURSING CARE

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: importance of current, written records to assure consistent methodical communication among nursing personnel; procedures for developing individualized nursing plans.

XX103C Flimstrip program with cassette $55.00
XX103R Filmstrip program with LP record $30.00

PLANNING TEAM ASSIGNMENTS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The who, what, where, why and how of team assignments are explained and depicted.

Note: La Belle Format

NTI-04029 $85.00

POSTURAL DRAINAGE: DIFFUSE LUNG INFECTIONS

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

A filmstrip program designed to instruct nursing personnel, inhalation therapists and physical therapists in the theoretical and practical considerations of postural drainage for diffuse lung infections such as chronic bronchitis and chronic asthma. The relationship of the lobes and segments of the lungs to the body positions required to drain the lungs of infectious secretions is presented. Each training objective is presented and reinforced through the use of photographs, models, illustrations, and dramatic situations. The student evaluates his own performance through a series of self-test questions at various points during the program.

22-0703C	Filmstrip Program with Cassette, Training Guide, Evaluation Test	$55.00
22-0703R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-07033	Evaluation Tests, Package of 50	$ 3.00
22-07037	Extra Training Guides	$ .25
22-0001	Answer Cards, Package of 50	$ 3.50

POSTURAL DRAINAGE: LOCALIZED LUNG INFECTIONS

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Designed to instruct nursing personnel (RN's, LPN's/LVN's) inhalation therapists, and physical therapists in the basic theoretical and practical considerations of postural drainage for localized infections such as lung abscess, bronchiectasis, and pneumonia. Through the use of dramatic vignettes, 3-D models, illustrations, and photographs, each training objective is presented and then reinforced. The student will evaluate his own comprehension through a series of self-test questions at various points during the program.

22-0705C	Filmstrip Program with Cassette, Training Guide, Evaluation Test	$55.00
22-0705R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-07053	Evaluation Tests, Package of 50	$ 3.00
22-07057	Extra Training Guides	$ .25
22-0001	Answer Cards, Package of 50	$ 3.50

PREGNANCY & CHILDBIRTH

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of 31 color slides with a 27 min, audio cassette tape with instruction manual. The areas covered include the male and female reproductive tracts, fertilization and embryonic development leading to labor and delivery.

Complete program (31 color slides, audio cassette tape and instruction manual) $38.00

PREVENTION AND TREATMENT OF DECUBITUS ULCERS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The causes, prevention and cure of bed sores are covered, emphasizing the responsibilities of the nurse.

Note: La Belle Format

NTI-04073 $85.00

PREVENTIVE NURSING CARE FOR THE PATIENT IN A CAST

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The potential problems and their prevention are taught. The importance of exercise and observation are emphasized.

Note: La Belle Format

NTI-04083 $85.00

THE PRINCIPLES OF BODY MECHANICS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Body structure is reviewed. The importance of body mechanics and how knowledge of its principles can reduce nurse fatigue and aid in patient care is presented.

Note: La Belle Format

NTI-04070 $85.00

PRINCIPLES OF INTENSIVE CORONARY CARE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

All the principles of coronary care are covered with emphasis on the intensive nursing care and skill required.

Note: La Belle Format

NTI-04085 $85.00

PRINCIPLES OF TRACHEAL CARE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The anatomy of the lungs and the trachobronchial structures are described. The techniques, equipment and possible complications of suctioning and tracheostomy care are taught.

Note: La Belle Format

NTI-04093 $85.00

A PROGRAMMED APPROACH TO ANATOMY AND PHYSIOLOGY

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

Texts are programmed with large frames and some branching. They contain pre- and post-test. The filmstrip/audio-tapes are approximately 1/2 hour each. Transparencies and slides are also available.

Unit 1 - The Cell; Unit 2 - The Skin; Unit 3 - The Skeletal System; Unit 4 - The Muscular System; Unit 5 - The Nervous System; Unit 6 - The Special Senses; Unit - 7 The Cardiovascular System; Unit 8 - The Lymphatic and Reticuloendothelial Systems; Unit 9 - The Respiratory System; Unit 10 - The Digestive System; Unit 11 - The Urinary System; Unit 12 - The Endocrine System; Unit 13 - Nutrition, Metabolism, Fluid and Electrolyte Balance; Unit 14 - The Reproductive System; Unit 15 - Reproduction in Humans.

Units 1, 2, 3, 7, 8, 9, and 12 are available at $ 3.75
Units 4, 6, 10, 11, 13, 14, and 15 are available at $ 4.75
Unit 5 is available at $ 5.25

PROTECTING THE PATIENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

In this basic program on Safety, the trainee receives instructions on the supervision of smoking as an aid to Fire Prevention. Care, Caution and Common Sense are stressed in establishing Use of Bedrails, Restraints, and other patient protecting devices.

Note: La Belle Format

NT2-06008, 16 min. $60.00

PROTECTING THE PATIENT FROM HIS ENVIRONMENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Preparation of reverse isolation units is taught. Techniques for caring for these patients is emphasized.

Note: La Belle Format

NTI-04102 $85.00

PROTOCOL AND CASE STUDIES FOR POMR

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This multi-level program can be used as an introduction to the basic elements and processes of POMR for the beginner, or it can serve as a review for the more advanced student. The materials in the program can be used individually or in small group situations.

With the use of appropriate sets of data, PROTOCOL AND CASE STUDIES FOR POMR allows the student to apply the whole system of POMR to that data, and then to compare these applications with those of an expert. This is accomplished by providing the student with actual sample records to be filled out for practice. Then the expert procedures and answers are given for the student to compare with his or her own.

21-65 Cassette and 5 copies of the 40 page booklet $19.95
21-651 Extra Booklets $ 1.50

PSYCHOLOGICAL ADAPTATION TO ILLNESS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Through a dramatization, the nurse is sensitized to the psychological and sociological needs of the patient, and is shown the ways to meet these needs.

Note: La Belle Format

NTI-04037 $85.00

PULSE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The reasons for varying pulse readings are presented. The student is shown how to take these readings and the importance of accurately recording them.

Note: La Belle Format

NTI-04067 $85.00

PULSE OF LIFE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Presents procedures for treating a resuscitation emergency until the victim recovers or medical help is available. Introduces the latest techniques of Basic Life Support stressing the ABC principles of CPR. Also illustrates methods of distinguishing between unconsciousness and cardiac arrest.

U 50343, 29 min., color film
Rental $13.55

REHABILITATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Introduces rehabilitation as a new dimension in nursing care. Aide learns that rehabilitation concept must be a part of the daily activity. Proper patient motivation is stressed.

Note: La Belle Format

NT2-06016, 14 min. $60.00

REMOTIVATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The keys to remotivating the disabled patient are explained, emphasizing the nurse's functions in this effort.

Note: La Belle Format

NTI-04078 $85.00

REMOVAL OF CORNEAL AND SCLEARAL CONTACT LENSES

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Close-up photography demonstrates removal of both types of lenses; manually and with aid of suction cup. The increasing incidence of the use of contact lenses demands knowledge of emergency procedures for their removal. Also available for purchase in color super 8mm sound, and color, sound filmstrip.

2040, 7 min., color film
Rental $ 8.00
Sale $75.00

RESPIRATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The various causes for changes in respiration are discussed. The correct methods of taking and recording vital signs are stressed.

Note: La Belle Format

NTI-04065 $85.00

RESPIRATION & CIRCULATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This program discusses in detail the normal anatomy and physiology of the cardiovascular and respiratory systems.

Note: La Belle Format

NT2-06017 $80.00

RESPIRATION - EXTERNAL AND INTERNAL

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A series of 2 color filmstrips with cassette tapes dealing with these two phases of respiration, and discussion of blood chemistry.

2 color filmstrips with cassette tapes and program guide $50.00

RESPIRATORY EMERGENCIES

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Designed to help nursing personnel meet the respiratory emergencies of hemoptysis, spontaneous pneumothorax, choking due to airway obstruction, and resuscitation of the apnoic patient. Through a series of dramatic hospital situations, the learner is taught to deal with these emergencies by understanding underlying causes, recognizing primary signs and symptoms, knowing when to summon medical or supervisory assistance, and giving specific emergency nursing care.

22-0701C	Filmstrip Program with Cassette, Training Guide Evaluation Test	$55.00
22-0701R	Filmstrip Program with LP Record, Training Guide, Evaluation Test	$30.00
22-07013	Evaluation Tests, Package of 50	$ 3.00
22-07017	Extra Training Guides	$ .25
22-0001	Answer Cards, Package of 50	$ 3.50

RESPIRATORY THERAPY

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Overhead full-color transparencies keyed to specific sections of major therapy tests illustrates the fundamental principles and techniques of therapy with oxygen and other gases.

Topics:

Unit 1.	Humidity and Aerosol Therapy, 11 transparencies	$46.75
Unit 2.	Values Associated with Normal Pulmonary Physiology, 7 transparencies	$29.75
Unit 3.	Regulation of Respiration, 8 transparencies	$34.00
Unit 4.	Indications for the Administration of Oxygen, 10 transparencies	$42.50
Unit 5.	Equipment Used for the Administration of Oxygen. Section A, Nasal Catheter and Cannula, 4 transparencies	$27.00
	Section B, Types of Masks, 7 transparencies	$29.75
	Section C, Oxygen Tents, 3 transparencies	$12.75
Unit 6.	Intermittent Positive Pressure Breathing, 8 transparencies	$34.00
Unit 7.	Prolonged Artifical Ventilation, 9 transparencies	$38.25
Unit 8.	Safe Use of Medical Gases, 8 transparencies	$34.00
Unit 9.	Specifications for an Ideal Ventilator, 7 transparencies	$29.75
Unit 10.	Sterilization of Inhalation Therapy Equipment, 7 transparencies	$29.75
Complete Set (89 transparencies with 92 overlaps, instructor's Guide)		$344.00
Additional Instructor's Guides		$ 1.00

THE ROLE OF NURSING IN INFECTION CONTROL

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Shows how the individual nurse can make a significant contribution in the national effort for infection

control. Develops explanations of such activity under the headings of observation, communication, coordination, education, and health care.

U 56417, 25 min., B/W film
Rental $21.95

SELF-CARE OF COLOSTOMY

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Proper methods for dealing with problems faced by a patient with a colostomy when he returns home.

U 56553, 27 min., B/W film
Rental $ 9.20

SENSORY DEPRIVATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The problems and anxiety-provoking situations patients in isolation may have are explained. Developing understanding and empathy is the nurse's role in caring for these patients.

Note: La Belle Format

NTI-04100 $85.00

THE SHELTER: PSYCHOLOGICAL ASPECTS OF DISASTER NURSING

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Examines various aspects of preparedness for survival leadership in disaster situations - war-casued or natural. Sponsored by the American Nurse's Association and the National League for Nursing.

U 56615, 28 min., B/W film
Rental $ 9.20

SIGNS AND AFTER CARE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21055

A careful explanation of the signs that life is ebbing is shown. The responsibilities and procedures of the nurse, including after care, are outlined.

Note: La Belle Format

NTI-04104 $85.00

SOMEBODY WAITING

University of California
Extension Media Center
Berkeley, California 94720

Compelling film about caring for hospitalized children who have severe Cerebral dysfunction and are among the most physically, emotionally, and mentally handicapped children in society. The children are totally dependent on hospital staff members for every physical, nutritional, and personal need. The film demonstrates that these "hopeless cases" can be helped - that further handicapping can be prevented by appropriate environmental stimulation and therapeutic handling. It shows with great sensitivity that the children's response to loving care, new physical therapies, and new experiences is often dramatic if subtle. Some are able, for the first time, to lift their heads, eat, smile, or respond to being held. SOMEBODY WAITING is also about members of the hospital staff and the vast improvement in their morale as they learn to help the children. Rather than succumb to their feelings of helplessness and depression as they follow the sad routine of watching their patients slowly die, they decide on their own initiative to revise their traditional custodial care. They learn how to make life more pleasant, interesting, and rewarding for the children - and themselves. They learn what kinds of help are possible through appropriate utilization of the skills of a wide variety of professional and technical child care personnel, and of volunteers such as relatives and local students. The film shows some results of their efforts, describing the changes in their experiences and their consequent personal and professional growth.

8441, 24 min., color film
Rental $22.00
Sale $300.00
Videotape $190.00

SPECIFIC TREATMENT OF DECUBITUS ULCERS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Prevention is emphasized, but local and general treatments of decubiti by all members of the nursing team are taught.

Note: La Belle Format

NTI-04074 $85.00

STAFF COMMUNICATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The problems, faults and misunderstandings of speaker and listener, of nurse and team leader are clearly illustrated with emphasis on good communications.

Note: La Belle Format

NTI-04035 $85.00

STRUCTURE AND FUNCTION OF THE EYE

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Animated and live close-up photography introduce the viewer to the basic structure and function of the human eye. Also available for purchase in color super 8 mm sound, and color sound filmstrip.

2041, 12 min., color film
Rental $10.00
Sale $125.00

TEMPERATURE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The various causes for changes in temperature are discussed. The correct methods of taking and recording vital signs are stressed.

Note: La Belle Format

NTI-04064 $85.00

TEMPERATURE PULSE-RESPIRATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Need stressed here for accurate reporting. Trainee learns procedures for taking oral and rectal temperatures as well as pulse and respiration counts.

Note: La Belle Format

NT2-06014, 19 min. $60.00

THIS IS NURSING

University of California
Extension Media Center
Berkeley, California 94720

Case history demonstrates that rehabilitation is dependent on the coordinated efforts of all health workers involved in a treatment plan, rather than the efforts of any single individual. A meeting of the health personnel involved in the direct care of a patient illustrates how pooling information can help solve a complex human problem. The satisfactions eventually felt by the patient's family, who also participate in his rehabilitation, are gratifying, as is the satisfaction the nurse feels as she grows through the experience of working with others.

2934, 30 min., color film
Rental $25.00
Sale $360.00
Videotape $240.00

THE TRAUMA PATIENT

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

Utilizing typical victims of traumatic injury, this film presents an organized system of stabilzation and assessment steps to be taken when treating injured persons. It describes the anatomic and physiologic defects produced by trauma, correlating them with the necessary clinical procedures.

Among the procedures emphasized in THE TRAUMA PATIENT are airway management, assurance of adequate ventilation and stabilization of the circulatory system, management of head and spine injuries, details of a rapid survey

examination to detect and assess the priorities between the injuries in each patient, and initial treatment of thermal burn injuries.

3244, 22 min., color film
Rental $30.00
Sale $325.00

UNDERSTANDING THE DIFFICULT PATIENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Offers nursing personnel specific ways of dealing with difficult patients by focusing on many different causes of patient behavior. Through dramatized confrontations between nurses and hostile, withdrawn patients, learners are shown how to recognize the reasons behind the hostility and withdrawal so that they can respond with patience, tolerance, kindness, and understanding.

22-0903C Cassette version $55.00
22-0903R Record version $30.00
Package includes: sound/color filmstrip, record or cassette, evaluation test and training guide.

UNIT DOSE PACKAGING

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Unit dose concept for handling many kinds of drugs. Greater efficiency at all stages, from manufacture through storage, inventory control, distribution, and final administration. Animation points to greater flexibility of the unit dose system as well as greater convenence in accounting, storage, and administration.

U 56538, 26 min., color film
Rental $12.05

UNIT I DIE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Dr. Elizabeth Kubler-Ross, Chicago psychiatrist explains her work with terminally ill patients, examining the five stages (denial, anger, bargaining, depression, and acceptance) through which patients progress after they learn of their approaching death. An interview with a sixty year old cancer patient illustrates her methods.

U 50277, 29 min., color film
Rental $12.00

URETHRAL CATHETER CARE IN THE HOME

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Needs of a patient who has lost control of his bladder, necessary methods of care, and the family's role in caring for the patient.

U 56532, 27 min., B/W film
Rental $ 9.20

VENIPUNCTURE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Preparation for and performing venipuncture are taught emphasizing the various techniques observations, and charting.

Note: La Belle Format

NTI-04043 $85.00

THE VITAL SIGNS - BLOOD PRESSURE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

A professional nurse demonstrates the procedures involved in taking and recording a patient's blood pressure.

U 26536, 6 min., B/W film
Rental $ 5.00

VITAL SIGNS - TEMPERATURE, PULSE, RESPIRATION, BLOOD PRESSURE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Examines each of the vital signs in turn, presents both technique and rationale for each procedure, and

discusses the relationships between the vital signs in terms of significant deviations.

U 52057, 32 min., B/W film
Rental $ 8.55

THE VITAL SIGNS - TEMPE[illegible], PULSE, AND RESPIRATION

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

A professional nurse demonstrates the procedures involved in taking and recording a patient's temperature, pulse and respiration.

U 26539, 6 min., B/W film
Rental $ 5.00

WE WON'T LEAVE YOU

University of California
Extension Media Center
Berkeley, California 94720

Shows how concerned parents and a sensitive medical staff can cooperate to make a young child's operation less frightening. Follows a six-year-old girl from her preparation before entering the hospital, to the operating room accompanied by her parents, and concluding with her meeting with her parents after surgery. Honest and effective production for parent education and for in-house training of hospital staffs to meet the emotional needs of young patients.

9371, 17 min., color film
Rental $17.00

WITNESSED CARDIAC ARREST

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 20144

Diagnosis, treatment and management of a life-threatening emergency are essential for saving the life of a patient. This program concisely illustrates the treatment and management of a witnessed cardiac emergency and the use of adjunctive equipment.

Note: La Belle Format

NT2-06019 $80.00

WORK OF THE HEART

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Provides close-ups of the structure and functions of the heart; operating rooms, cardiac laboratories, heart models, photomicroscopy, artwork. Includes a rarely photographed view of the mitral valve in a living heart; open chest sequences of living hearts in a human body and laboratory animals; and actual operating procedures to correct certain cardiovascular defects.

US 40124, 19 min., color film
Rental $11.00

WORK OF THE KIDNEYS

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Demonstrates the essential work of the kidneys in maintaining the fluid environment body cells must have. The kidney's major structures and the function of each are examined. Unusual views of a living kidney show the selective filtering action of the glomeruli. Through unique cine-photomicrography, the actual functions of tubules, loops, and collecting ducts are observed. How the kidneys regulate the volume and chemical composition of the body's fluid life-support system is clearly illustrated.

U 40120, 19 min., color film
Rental $11.50

WORK OF THE KIDNEYS

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Organization and functions of the renal system, regulation of blood composition, functioning of the bladder, relation of blood pressure to urine flow, rate of secretion as affected by sugar, water, and temperature.

US 20895, 11 min., B/W film
Rental $ 5.30

ATTITUDES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Gives a detailed look at the Aide's personality and outlook with reference to the job. It deals with basic attitudes...creating a home-like atmosphere, biological and psychological changes in the patient.

Note: La Belle Format

NT2-06015, 17 min. $60.00

BACTERIA AND FOOD SPOILAGE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 20144

Food poisoning is explained. The personal safeguards hospital kitchen workers must take are detailed along with the control of time and temperature in food preparation and storage.

Note: La Belle Format

NTI-04047 $85.00

BED BATH

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

A professional nurse demonstrates a systematic procedure for administering a complete bed bath to a non-ambulatory patient. Importance of observation and evaluation of the patient's physical capacity and status, mental capacity and status, and skin condition.

U 56372, 29 min., B/W film
Rental $10.05

BEDSORES (DECUBITUS ULCERS)

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Covers clinical description of bedsores. Shows that bedsores are preventable. While treatment is detailed, emphasis is placed on a program of prevention. Trainee is taught extreme importance of early recognition.

Note: La Belle Format

NT2-06013, 18 min. $60.00

BEING A NURSING AID

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Overhead transparencies supplement and illustrate training about hospital procedures, personal behavior and hygiene, and explain how to give care to virtually every kind of patient.

List of transparencies:

Unit 1. Introduction and Orientation
1. Orientation to the Work of Health Care Institutions.
2. Introduction to the Patient.
Unit 1. 11 transparencies $49.50

Unit 2. The Working Environment
1. Cleanliness in Health Care Institution.
2. Equipment: Kinds and Care of.
3. Safety for Patients and Employees.
Unit 2. 16 transparencies $72.00

Unit 3. Lifting, Moving, and Transporting Patients
Unit 3. 14 transparencies $63.00

Unit 4. Personal Care of the Patient
1. The Patient's Unit and Bedmaking.
2. Personal Care Procedures.
3. Food Service for Patients.
4. Patient Admission, Transfer, and Discharge.
Unit 4. 17 transparencies $79.50

Unit 5. Special Procedures (1)
1. Fluids and Wastes.
2. Observing and Recording Vital Signs, TPR Vital Signs.
3. The Patient in Isolation.
Unit 5. 17 transparencies $76.50

Unit 6. Special Procedures (2)
1. Physical Examinations.
2. Heat and Cold Applications.
3. Preoperative and Postoperative Patient Care.
4. Care of the Dying Patient.
Unit 6. 17 transparencies $81.00

Unit 7. Anatomy
Unit 7. 10 transparencies $49.00

Complete Set (102 transparencies) $310.00
Student Manual (manual is augmented with self-tests after each chapter, a glossary, and ample space for taking notes) $ 6.95
Instructor's Guide (suggests teaching objectives, helps plan and organize presentations) $ 8.00

BOWEL AND BLADDER TRAINING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A review of defecation and micturition is presented along with a three-part program to assist the incontinent patient to train him/herself in these functions.

Note: La Belle Format

NTI-04075 $85.00

BREATH OF LIFE

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

Man can live only a few minutes after breathing stops. Appropriately titled, this film deals with mouth-to-mouth resuscitation, the only method by which life-saving oxygen can be supplied to the victim without loss of time.

0520, 25 min., color film
Rental $20.00
Sale $200.00

CARING FOR THE INCONTINENT PATIENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Trainee is acquainted with the realities of caring for the Incontient Patient. To help better understand body function, the trainee learns some about the elimination process, aging and muscle control. The trainee also learns how handling of the incontinent patient can greatly affect patient progress in this regard.

Note: La Belle Format

NT2-06012, 16 min. $60.00

CLEANING THE ISOLATION UNIT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The special procedures required, including the techniques and correct method for handling gowns, face masks and gloves, are explained.

Note: La Belle Format

NTI-04055 $85.00

CLEANING THE OCCUPIED PATIENT ROOM

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The importance of personal cleanliness precede a step-by-step description of the routine cleaning procedures.

Note: La Belle Format

NTI-04053 $85.00

CLEANING THE PATIENT UNIT AFTER DISCHARGE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The procedures for cleaning an unoccupied room utilizing the various pieces of equipment and supplies are described to emphasize the quality of care and concern the hospital has.

Note: La Belle Format

NTI-04054 $85.00

CLEANING THE SURGICAL SUITE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The special step-by-step procedures required in cleaning the surgical suite are depicted.

Note: La Belle Format

NTI-04056 $85.00

ETHICS FOR THE NURSING ASSISTANT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: responsibilities of nursing assistant to self, patient, hospital and health team members.

XX101C Filmstrip Program with Cassette $55.00
XX101R Filmstrip Program with LP Record $30.00

FEEDING THE PATIENT

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Explains the physical, mental, and emotional factors which affect appetite and digestion; preparation of the environment and the patient for the meal; proper balance of food and arrangement of the tray; individualized feeding care in terms of conditions, nutritional needs, and the preferences of each patient; principles and procedures involved in the feeding of a recumbent and a convalescent patient; and the factors to be considered in aftercare of the patient.

U 42064, 15 min., B/W film
Rental $ 6.55

FOOD ASSEMBLY METHODS

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The different food assembly methods are depicted. This program covers the difference between preparation and serving and the importance of studying the patients food menu.

Note: La Belle Format

NTI-04050 $85.00

FOOD-BORNE ILLNESS: CAUSE AND PREVENTION

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

An ideal audio-visual "health insurance program," FOOD-BORNE ILLNESS provides instruction if food handling, preparation, service and storage for a wide variety of on location and catering situations in schools, institutions, and restaurants. The program can be used for classroom, small group or individual study.

The program consists of 3 sound filmstrips, 3 cassettes, 10 student text/work books which cover 40 topics, and one comprehensive instructor's guide.

CWPN1700 (Complete Program: 3 color filmstrips, 3 cassettes, 10 student text/work books - 40 topics - instructor's guide) $159.00
CWPN1700-1 (Additional student books - per dozen) $19.50

GIVING AND TAKING THE BED PAN

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The proper terminology and procedures relating to this task are presented and practiced. Observation and reporting of eliminations are stressed.

Note: La Belle Format

NTI-04060 $85.00

HANDLING AND DISPOSAL OF WASTE

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This entire area is thoroughly discussed emphasizing that the fight against germs is the responsibility of all viewers.

Note: La Belle Format

NTI-04048 $85.00

HANDLING AND PREPARATION OF FOOD

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The food service assistant's role in preparing and handling nourishing, tasty, tempting meals is emphasized in this thorough lesson.

Note: La Belle Format

NTI-04099 $85.00

HAND WASHING IN PATIENT CARE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

States the need for medical asepsis in caring for patients, and presents handwashing techniques appropriate for various types of washing facilities and for various purposes.

U 36269, 22 min., color film
Rental $11.65

HEALTH OCCUPATIONS: NURSI[illegible]SSISTANT

ERIC Document Reporduction Service
P. O. Box 190
Arlington, Virginia 22210

Materials contained in this package are designed for use with students interested in the occupation of nurses aide. The package has two sections, one which looks closely at the job and the student, and the other - the curriculum phase - which concerns actual student use of learning activity packages (LAPs). These two components together form a "job entry," a unit of work which, when completed by the student, insures his training in a designated job skill. Components of the developmental or preliminary phase, placed at the beginning of the job entry for use by the instructor, includes the following components: Description of student population, job description, task listing sheet, task detailing sheets, job prerequisites, prerequisite test, and job objectives. The curriculum phase for use by students contains a LAP package for each of 13 tasks performed by nurses aides. Each LAP includes both vocational materials and funed, related academic materials from a variety of disciplines. The following components are also included: Directions, goal, specific objectives, activities, study and work sheets, pretest, posttest, and evaluation sheet. A composite list of all reference materials used within LAPs is provided as well as suggestions for implementation of LAPs.

Order ED 143779
MF $ .98
PC $12.84

HEALTH AND SAFETY: MAINTAINING A CLEAN ENVIRONMENT

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Contents include: proper janitorial, dietary and nursing procedures for practicing asepsis within the hospital facility.

XX602C Filmstrip Program with Cassette $55.00
XX602R Filmstrip Program with LP Record $30.00

HOSPITAL FIRE: DIAL 195

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Defines proper reaction to discovery of a fire in a hospital area. Confinement, notification, location. One of a series designed to meet the new federal hospital fire safety training mandate.

U 20437, 11 min., color film
Rental $ 7.70

HOSPITAL FIRE: PROTECT THE PATIENT

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Demonstrates specific procedures for hospital staff to take in the event of fire to protect the patient from injury.

U 30454, 12 min., color film
Rental $ 8.10

HOW TO HELP A PATIENT WALK

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Teaches the Aide the importance of ambulation from the standpoint of both therapy and morale. Patient safety is stressed. Aide is also taught the advantages of knowing each patient's physical condition with respect to ambulation.

Note: La Belle Format

NT2-06009, 14 min. $60.00

HOW TO HELP WITH A BED BATH

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The beneficial reasons for giving a bath are covered. A systematic method of performing this task is shown.

Note: La Belle Format

NTI-04062 $85.00

HOW TO HELP WITH A BED BATH

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Special attention is given to value of bathing. Procedural part of lesson stresses patient self-help. Therapeutic advantages of bathing are tied in with the psychological benefits of Good Grooming.

Note: La Belle Format

NT2-06010, 13 min. $60.00

HOW TO MAKE A BED

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A step-by-step demonstration of the bedmaking procedure. Every lesson offers frequent test reviews so trainees can learn at their own pace!

Note: La Belle Format

NT2-06003, 11 min. $60.00

HOW TO MAKE AN OCCUPIED BED

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This lesson covers the step-by-step procedures for changing the bedding on a bed occupied by a non-ambulatory patient.

Note: La Belle Format

NTI-04063 $85.00

HOW TO MAKE AN OCCUPIED BED

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

While the lesson is largely procedural in nature, the trainee gets reinforcement of several concepts learned in earlier lessons...

Note: La Belle Format

NT2-06011, 16 min. $60.00

HOW TO MAKE AN UNOCCUPIED BED

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The proper sequential method of making an unoccupied bed is presented and practiced.

Note: La Belle Format

NTI-04058 $85.00

HOW TO MOVE THE PATIENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This lesson covers situations from and to which the patient may be moved. Proper body positioning and safety are stressed.

Note: La Belle Format

NTI-04059 $85.00

HOW TO MOVE THE PATIENT

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The trainee learns detailed rules for four key patient movements - in bed, from bed to chair, walking position, from bed to stretcher. Attention is given to proper stance and body position to eliminate strain.

Note: La Belle Format

NT2-06005, 20 min. $60.00

HOW TO SAVE A CHOKING VICTEM: THE HEIMLICH MANEUVER

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Demonstrates a new life-saving technique for rescuing people who are choking, which is a potentially fatal and totally unexpected occurence that can happen to anyone. Dr. Henry Heimlich, renowned specialist in esophageal surgery, demonstrates this first aid technique with an actual incident, animation and models.

US 28263, 11 min., color film
Rental $ 9.35

HOW TO SERVE FOOD AND BEVERAGES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Teaches the Aide the proper way to help the patient at mealtime. Special emphasis placed on feeding the patient who cannot feed himself. A program of Infection Control is presented and explained.

Note: La Belle Format

NT2-06004 , 13 min. $60.00

INTRODUCTION TO NURSE'S AIDE TRAINING

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A look at some of the qualifications - neat appearance, good personal grooming habits and a sense of responsibility. An overview of the Aide's on-duty life: need for politeness, maintaining quiet, offering companionship. The typical patient; his needs and problems.

Note: La Belle Format

NT2-06001, 18 min. $60.00

KITCHEN SANITATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Cleaning and sanitizing are compared with explanations of disease organisms, personal hygiene, pest and vermin control. Dishwashing and kitchen cleaning are emphasized.

Note: La Belle Format

NTI-04046 $85.00

METRICS FOR NURSES AIDS

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

The package is intended for students who already know the occupational terminology, measurement terms, and tools currently in use. Each of the five units in this instructional package contains performance objectives, learning activities, and supporting information in the form of text, exercises, and tables. In addition, suggested teaching techniques are included. At the back of the package are objective-based evaluation items, a page of answers to the exercises and tests, a list of metric materials needed for the activities, references, and a list of suppliers. The material is designed to accommodate a variety of individual teaching and learning styles, e.g., independent study, small group, or whole-class activity. Exercises are intended to facilitate experiences with measurement instruments, tools, and devices used in this occupation and job-related tasks of estimating and measuring. Unit I, a general introduction to the metric system of measurement, provides informal, hands-on experiences for the students. This unit enables students to become familiar with the basic metric units, their symbols, and measurement instruments; and to develop a set of mental references for metric values. The metric system of notation also is explained. Unit 2 provides the metric terms which are used in this occupation and gives experience with occupational measurement tasks. Unit 3 focuses on job-related metric equivalents and their relationships. Unit 4 provides experience with recognizing and using metric instruments and tools in occupational measurement tasks. It also provides experience in comparing metric and customary measurement instruments. Unit 5 is designed to give students practice in converting customary and metric measurements.

Order ED 134760
MF $ .98
PC $ 5.30

MOTIVATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

A male nursing assistant is shown assisting a patient after the team leader has utilized her knowledge of principles of human behavior and needs in motivating the assistant.

Note: La Belle Format

NTI-04112 $85.00

NURSING AID

Learning Arts
P. O. Box 179
Wichita, Kansas 67201

Introduction and Orientation - Nurse Aid
Orientation to the Work of Health Care Institutions; Introduction to the Patient, 11 transparencies; overlays $49.50

Working Environment
Cleanliness in Health Care Institution; Kinds and Care of Equipment; Safety for Patients and Employees, 16 transparencies; overlays $72.00

Lifting, Moving, and Transporting Patients
14 transparencies; overlays $63.00

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Patient's Unit and Bedmaking; Personal Care Procedures; Food Service for Patient's; Patient Admission, Transfer and Discharge, 17 transparencies; overlays $79.50

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10 transparencies; overlays $49.00

Complete Series $310.00

NURSING EDUCATION: BATHING AND MORNING CARE

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7308 Bath Equipment
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610.7312 Bathing the Patient
610.7377 Massaging the Patient
610.7376 Care of Nails and Hair
610.7375 Brushing Teeth

NE 6003, 6 film loops $144.00

NURSING EDUCATION: BEDMAKING

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7392 Making an Unoccupied Bed - Part I
610.7393 Making an Unoccupied Bed - Part II
610.7389 Making an Occupied Bed - Part I
610.7390 Making an Occupied Bed - Part II
610.7395 Manipulation of Linen - Part I
610.7396 Manipulation of Linen - Part II

NE 6010, 6 film loops $144.00

NURSING EDUCATION: BODY MECHANICS FOR THE NURSE

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7314 Working Level of Bed
610.7371 Turning the Mattress
610.7369 Correcting Bed Service
610.7370 Moving the Sheet
610.7313 Moving Patient to Side of Bed
610.7312 Lifting Head, Trunk and Pelvis

NE 6004, 6 film loops $144.00

NURSING EDUCATION: BODY MECHANICS FOR THE PATIENT

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7315 Backlying and Protective Devices
610.7316 Backlying to Side Lying
610.7368 Alignment to Side Lying Patient
610.7366 Care of Patient's Back
610.7317 Preparing to Stand
610.7367 Assistance in Wheelchair

NE 6005, 6 film loops $144.00

NURSING EDUCATION: HYGIENE

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7373 Bed Bath - Part I
610.7374 Bed Bath - Part II
610.7309 Back Rub
610.7310 Care of Dentures

NE 6011, 4 film loops $96.00

NURSING EDUCATION: OCCUPIED BEDMAKING

Carlton Films
Box 26
Beloit, Wisconsin 53511

610.7305 Articles of Bedding
610.7396 Stripping One Side
610.7306 Making Up One Side
610.7307 Making Up Second Side
610.7388 Making Bottom Half
610.7391 Making Top Half

NE 6006, 6 film loops $144.00

PATIENT CARE (GROOMING)

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

After establishing the therapeutic value of Patient Grooming, the trainee learns three basic procedures- How to Care for the Patient's Mouth and Teeth, How to Give a Back Rub and How to Help with a Shower Bath.

Note: La Belle Format

NT2-06007, 19 min. $60.00

PATIENT NEEDS (BODY FUNCTIONS)

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Gives detailed instructions on the giving of a bedpan to the bed-ridden patient. Programs stresses elimination reports, proper terms, need for privacy. The unpleasantness of this task is explained and a word of encouragement is offered.

Note: La Belle Format

NT2-06006, 18 min. $60.00

PATIENT TRANSFERS AND AMBULATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Transferring patients utilizing a variety of techniques is depicted with special emphasis on preparation for ambulation and assisting blind patients.

Note: La Belle Format

NTI-04072 $85.00

SAFETY TIPS - HOUSEKEEPING EQUIPMENT AND SUPPLIES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Observing the potentially dangerous situations, removing the hazards, and avoiding them in the future are emphasized in this program.

Note: La Belle Format

NTI-04057 $85.00

SPECIAL OR MODIFIED DIET PREPARATION

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Built around vocabulary-gram, milligram, and liquid, soft, bland, low residue and ulcer diets, etc. - the worker learns how to assist the patient adjust to the various special diets.

Note: La Belle Format

NTI-04051 $85.00

THERAPEUTIC MEASURES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The various step-by-step procedures in chest therapy are presented including coughing techniques and breathing exercises.

Note: La Belle Format

NTI-04092 $85.00

WE CARE

Cambridge
The Basic Skills Company
A New York Times Company
488 Madison Avenue
New York, New York 10022

A complete program of training in the basic skills required of nurses' aides, housekeepers and food services personnel - from safety on the job to personal hygiene to practical techniques involved in day-to-day long-term patient care.

Contents:

Introduction: Today's Nursing Home

You Make the Difference/Food Handling and You/Safety in Housekeeping

Principles of Body Mechanics/Moving the Patient in Bed/Assisting the Patient Out of Bed

Brushing the Patient's Teeth/Care of Dentures/Mouth Care for the Unconscious Patient

Combing the Patient's Hair/How to Give a Shampoo/Shaving the Male Patient

How to Give a Partial Bed Bath/ Hand and Foot Care/How to Make the Occupied Bed

Diabetes and the Older Patient/Urine Testing for Diabetic Control/The Daily Treatment of Diabetes

Sanitation for Food Service Workers/ Housekeeping and Safety in the Kitchen/Preparing and Serving Patient Trays

How to Clean a Patient's Room/How to Clean a Patient's Bathroom/How to Clean a Room

Handwashing Techniques/Vital Signs/ Catheter Care

10 Videotapes, approximately 15 min. each	$1,600.00
Student videotext 8428-9217-6	$ 1.75
Instructor's Guide 8428-9218-4	$ 2.75
Note: Videotapes can be purchased individually at	$195.00

ABNORMAL BEHAVIOR: A MENTAL HOSPITAL

Lifelong Learning
University Extension
University of California
Berkeley, California 94720

Unrehearsed doctor-patient interviews in a California mental hospital illustrate the symptomatology of various types of schizophrenic disturbance. Shows a patient undergoing electroconvulsive therapy, and sensitively conveys the pathos, uncertainty, and terror of mental illness.

10180, 28 min., color film
Rental $30.00

BLEEDING: WHAT TO DO

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

What is done in the critical minutes before professional help arrives can mean the difference between life or death. This well produced film precisely demonstrates how to stop bleeding immediately, how to distinguish arterial, venous or internal bleeding, improvise bandages, apply safe tourniquets, and care for the victim immediately after an accident. It shows how to apply pressure directly on the wound itself, and upon the four main points where pressure will stop blood flow.

0430, 16 min., color film
Rental $25.00
Sale $250.00

BURN EMERGENCY

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

BURN EMERGENCY introduces the newest methods of caring for burn victims until they can reach a hospital or burn center. The film shows how to care for thermal (heat) burns, inhalation burns, electrical burns, and chemical burns.

The film also shows how to estimate burn damage. Police, fire, industrial safety and ambulance personnel are shown demonstrating emergency burn care, and there is a special section showing how emergency medical technicians treat burns on the spot.

0532, 25 min., color film
Rental $35.00
Sale $350.00

CAREERS IN HEALTH

Career Aids, Inc.
8050 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

Health careers for high school graduates, through postgraduate medical specialists, including allied health professions, nursing, technology, health administration, and medicine. Personal and academic qualifications, likelihood of financial aid, general benefits, and advancement possibilities are presented in each field.

PX881 5 Color Filmstrips, 5 Cassettes, Program Guide $125.00

CAREERS IN HEALTH SERVICES

Pathescope Educational Media, Inc.
71 Weyman Avenue
New Rochelle, New York 10802

This presentation depicts today's dramatic changes in health care, discussing the wide range of fields open for health professionals who now take over many functions formerly performed only by doctors, emphasizing the critical shortages of personnel. Jobs in and around hospitals are many and varied - technicians, laboratory personnel, social workers, dieticians, administrators, librarians, ambulance personnel, executive housekeepers - the list is long. Possibilities outside the hospital environment - in industry, public health, volunteer services, but add others as in environmental health, health education, accident prevention control, in doctors' offices.

Part Two cites personal qualifications and attitudes, satisfactions and drawbacks, training or education, outlining health services which require little formal training, those

which can be learned on the job, those requiring less than two years education beyond high school, and those demanding two to four years schooling. Specific suggestions point out how students can learn more about this field through volunteer work and part-time employment while still in high school.

702 $50.00

CAREERS IN THE HEALTH SERVICES

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This cassette program was designed for career awareness and career exploration. Each lesson presents the nature of the work in a specific occupation, probable earnings, job prospects for the future, and the educational and training requirements.

Titles:

1. Physicians
2. Osteopathic Physicians
3. Dentists
4. Dental Hygienists
5. Dental Assistants
6. Dental Laboratory Technicians
7. Registered Nurses
8. Licensed Practical Nurses
9. Medical Assistants
10. Surgical Technicians
11. EEG & EKG Technicians
12. Inhalation Theraptist
13. Optometrists
14. Optometric Assistant
15. Pharmacists
16. Podiatrists
17. Chiropractors
18. Occupational Therapists
19. Physical Therapists
20. Radiologic Technologists
21. Medical Record Librarians
22. Dietitians
23. Hosptial Administrators
24. Sanitarians

ER-CEN1 (24 cassette tapes) $105.00

CARING IS A HEALTH CAREER

Vocational Education Media Center
10 Tillman Hall
Clemson University
Clemson, South Carolina 29631

A set of 75 slides with audio tape and printed script designed to acquaint the student with the many possible careers in the Health Occupations field. Several of the jobs are discussed with their educational requirements. Jobs for which training is available at the vocational and secondary schools are emphasized.

14/2/76 $26.50

CHOKING: TO SAVE A LIFE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Clearly demonstrates the correct sequence of rescue techniques, as determined by the latest research in emergency medicine and approved by the AMA, to save the choking victim. Explains how to recognize choking, identifying situations in which someone may choke, and demonstrating how to clear the airway: the back blow, the abdominal thrust, and the finger probe. Introduces ways to prevent choking in both adults and children.

U 30438, 12 min., color film
Rental $ 8.40

EMERGENCY CARE TRAINING AIDS

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This presentation is a 10 unit series of overhead transparencies, highly flexible in meeting course requirements in a wide range of applications and locales.

When purchased as a complete set, one copy of instructor's guide is included at no cost.

Complete set (241 transparencies) $875.00

Unit Topics:

Unit 1. The Emergency Situation, 34 transparencies $148.00

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Unit 8. Medical and Environmental Emergencies, 31 transparencies $104.00

Unit 9. Emergency Childbirth, 23 transparencies $92.00

Unit 10. Handling Sick or Injured Patients, 19 transparencies $76.00

Emergency Care Text
paperback $ 6.95
Leatherette $ 7.95

EMERGENCY CHILDBIRTH

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Prepares non-medical personnel psychologically and technically to render necessary assistance in emergency delivery. It presents: the indications when delivery is too imminent to risk transportation to hospital, detailed procedures to follow, cautions to be observed in actual delivery, care of mother and child immediately following delivery.

U 46623, 21 min. color film
Rental $ 8.10

EMERGENCY MEDICAL CARE HANDBOOK

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

A basic text for anyone who might be called upon to meet emergency situations. The handbook contains 11 lessons and over 80 separate illustrations and can be used for group or individual training, with simple, easy-to-understand language. Each lesson is a self-contained learning package and some of the topics covered are: Simple Anatomy and Physiology; Respiratory Arrest; Heart Attack; Shock; Bleeding; Wounds; Fractures; Lifting and Moving; Childbirth; Poisoning; Heat Prostration; Stroke; Drugs and Burns.

WW23-1 Complete Handbook $ 6.00

EMERGENCY MEDICAL TRAINING

Cambridge
The Basic Skills Company
A New York Times Company
488 Madison Avenue
New York, New York 10022

Vivid, in-depth instruction on the course of action to take in an emergency - covering detection and identification, immediate treatment and reporting information to a hospital or physician.

Contents:

EOB (Emergency Obstetrics), 20 minutes

Overdose, 17 minutes

Keep Them Alive (Accident Victims), 11 minutes

Shock, 13 minutes

Emergency Treatment of the Diabetic, 14 minutes

Emergency Treatment of Neck and Spine Injuries, 14 minutes

Say It Right (Communicating Patient Information), 14 minutes

Emergency Management of Stroke, 14 minutes

Emergency Management of a Heart Attack, 15 minutes

CPR (Coronary Pulmonary Resuscitation), 14 minutes

Emergency Management of Seizures, 16 minutes

Emergency Management of Head Injuries, 14 minutes

Emergency Management of Abdominal Trauma, 14 minutes

Airway Management, 14 minutes

Heat and Cold Emergencies, 14 minutes

Complete Program $3,000.00
Selection of 1 to 9 tapes (each) $250.00
Selection of 10 to 15 tapes (each) $200.00

GUIDELINES FOR HEALTH OCCUPATIONS: EDUCATION PROGRAMS

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

These guidelines, drawn from a number of sources, are designed to present in summary and outline form the multiple aspects of establishing and operating education programs for health occupations which require less than a baccalaureate degree. To assure usefulness to lay persons, educators, practitioners, and others concerned with health occupations, these guidelines review all aspects broadly, are brief enough to assure extensive use, and provide a base and direction for further study. The first chapters describe how the health industry and health workers are influenced by mounting social forces and advancing technology; the growth, needs, and changes in the health field; and the importance of considering each facet of the complex system for the delivery of health services. Subsequent chapters concern 1) the collaborative roles of involved groups, 2) resources and how to identify and develop them, 3) federal-state-local relationships, and 4) an outline of a comprehensive elementary to post-high school level program. Listings of planning and funding resources, agencies and organizations, information dissemination sources, and annotated references are appended.

Order ED 056218
MF $ .98
PC $ 5.30

HEALTH CAREERS KIT

Careers Inc.
P. O. Box 135
Largo, Florida 33540

This resource consists of a 6" x 9" x 4" file box, containing over 120 Health Career Pamphlets (skilled, technical, semiprofessional, and professional.) Included are 18 tab cards and a reference card. Kit price include a $7.00 one-year subscription to the Health Careers Service (3 packets mailed in Nov., Feb., and Apr.) - approximately 30 new and revised pamphlets describing health careers.

After the first year, the Kit is kept up-to-date by annual renewal of the Health Careers Service - $7.00 per year.

(plus shipping) $40.00

HEALTH OCCUPATIONS: CLINICAL ROTATIONS AND LEARNING PACKETS

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

A one-year introductory course covering twelve different health occupations is presented in this curriculum guide designed for use at the secondary education level. Following a list of course objectives and suggested time allotments for each unit, the health occupations course outline is provided. Unit titles are the following: orientation and overview, the student as a health worker, diagnostic cluster, dietary cluster, pharmacy and drugs, respiratory therapy, dental cluster, health office cluster, patient-care cluster, rehabilitation cluster, job opportunities and preparation, and clinical practice (including suggestions for clinical rotation, suggestions for agencies involved, and the employee evaluation form). Each unit contained in the outline includes a list of course objectives, instructional topics, procedures and needed materials, and evaluation methods. The bulk of the document describes suggested clinical experiences in community organizations (including student objectives and task checklists) and contains individual learning packets coordinated with them. The clinical experiences are in nursing, pediatrics, medical laboratory, radiology, electrocardiography and electroencephalography, respiratory therapy, dentistry, office work, dietetics, physical therapy, occupational therapy, and special senses.

Order ED 170584
MF $ .98

HEALTH OCCUPATIONS EDUCATION IN WISCONSIN'S SECONDARY SCHOOLS: A CURRICULUM GUIDE

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This document contains teaching guides for the two courses included in Wisconsin's Health Occupations Education Curriculum, which is designed to help students become informed consumers of health care services and to determine individual suitability for pursuing vocational commitment in the health services field. This curriculum is designed to help prepare the students for entry into postsecondary education and training programs in health-related occupations and/or entry level employment in the health industry. The first course is a survey course which focuses on the identification of health career needs, health delivery systems, and health occupations. The second course is called the "capstone course" and provides for the acquisition of job-entry level skills in a health occupation at less than the level of licensure. The capstone course can be taught by simulated classroom instruction or by the cooperative education method, using community health care agencies. The format utilized by each course includes the following elements: goals, objectives, teacher preparation instructions, suggested student learning experiences, evaluation activities, references to prerequisite or advanced units, and resources. A large portion of this document contains appended materials, including suggested procedures for initiating and developing a vocational program, requirements of a cooperative vocational education program, and related forms.

Order ED 17526
MF $ .98
PC $ 1.97

THE HOSPITAL

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The four parts of a hospital-patient units...nursing care team...health care services...support services...are described. The types and roles of hospitals are discussed.

Note: La Belle Format

NTI-04023 $85.00

MEDICAL DIGEST

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

The Medical Digest series, authoritatively and accurately written, provides information most fasicinating and quite practical. Each tape presents two 15 minute lessons.

Each tape $ 6.00
Complete set of 60 lessons on 30 tapes $180.00

Heart
1. Heart Defects: Congenital
   Rheumatic Heart
2. Hardening of the Arteries
   Blood Vessel Surgery
3. Hypertension: What Is It?
   Hypertension: Diagnosis, Treatment

Lungs
4. Asthma
   Emphysema
5. Emphysema: What Can Be Done?
   Cigarette Smoking and Emphysema

Kidney
6. Kidney Diseases
   The Artificial Kidney

Children
7. Smallpox
   Amblyopia
8. Lead Poisoning
   Lead Poisoning: Contributing Factors
9. Pinworms
   Tapeworms
10. Poison and the Child
    Rheumatic Fever

Women
11. Feminine Hygiene
    Cancer of the Breast
12. Vaginitis
    Abortion
13. Signs of Pregnancy
    Menopause

Arthritis
14. What is Arthritis?
    Arthritis and Diet
15. Rheumatism and Arthritis
    Gout

Veneral Disease
16. Syphillis
    Gonorrhea

Birth Control
17. The Pill
    Mechanical Devices
18. Rhythm Method
    Vasectomy

Pregnancy
19. Prenatal Care
    Could I Be Pregnant?
20. Plan the Family
    Miscarriages

Drugs
21. Narcotics
    Sedatives
22 Marijuana
    Stimulants
23. Volatile Liquids
    LSD

Miscellaneous
24. Sickle Cell Anemia
    Muscular Dystrophy
25. Dizziness
    Meningococcal Meningitis
26. Diabetes: What It Is
    Diabetes: How It's Treated
27. Spinal Cord Injury
    Spinal Cord Injury: Its Care
28. Paraplegia
    Cholera
29. Rabies: Infectious Disease
    Rabies: Its Care
30. Cancer: Causes and Prevention I
    Cancer: Causes and Prevention II

THE MEDICAL SECRETARY

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This cassette program concerns the responsibilities of the medical secretary regarding appointments, handling of records, billing, typing medical records, correspondence, and other related topics.

The program consists of two cassette tapes (one lesson per tape), one printed exercise booklet, and one set of various medical forms. The lessons require from 6 to 8 hours to complete.

MSJN2-21 (2 cassettes, 1 printed exercise booklet, 1 set of various medical forms) $22.00

NATIONAL LIBRARY OF MEDICINE AUDIO-VISUALS CATALOG

Superintendent of Documents
U. S. Government Printing Office
Washington, D. C. 20402

(Quarterly, Jan.-Mar., Apr.-June, July-Sept., and an Annual cumulation Jan.-Dec.) Subscription Price: $18.00 a year, $11.00 annual cumulation; Foreign: $22.50 a year, $13.75 annual cumulation; no single copies sold. (NLMAC) (File Code 1S)

HE20.3609/4

NEW BREATH OF LIFE (CHOKING AND AIRWAY MANAGEMENT)

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

NEW BREATH OF LIFE is an update of the previous film, BREATH OF LIFE, and covers the latest principles of opening the airway, relieving obstruction by the tongue during unconsciousness or by choking on a foreign body, and providing artificial respiration. It is based on the latest recommendations of the National Research Council, American Heart Association and American Red Cross.

Opening the airway, dislodging foreign bodies with back blows and manual thrusts (Heimlich maneuver), and providing artificial respiration by the mouth-to-mouth method are the major initial considerations in every resuscitation emergency. The film provides graphic visuals and dramatic re-enactments which illustrate how and when to perform these techniques that are commonly needed in fainting, drowning, electric shock, heart attack, food choking, suffocation, etc.

2147, 20 min., color film
Rental $30.00
Sale $300.00

NEW PULSE OF LIFE

Pyramid Films Corporation
P. O. Box 1048
Santa Monica, California 90406

NEW PULSE OF LIFE is a dramatic and authoritative presentation of the latest basic life support principles and techniques for cardiopulmonary resuscitation (CPR) as recommended by the National Research Council, American Heart Association and American Red Cross. Live subjects, manikins, audiovisual aids and colorful animation are used to demonstrate: a. Airway opened, b. Breathing restored, and c. Circulation restored. Physiological background and dramatic CPR re-enactments are provided to reinforce the principles.

2151, 30 min., color film
Rental $30.00
Sale $350.00

THE NUTS AND BOLTS OF HEALTH CARE MANAGEMENT - COMMUNICATION

Didactic Systems, Inc.
Box 457
Cranford, New Jersey 07016

A supervisory training film on communication for health care facilities. Designed to show the health care employee how to apply the principles of communication on the job. The basics of good communication are dramatically demonstrated step by step, using direct, straightforward language and factual, how-to-do-it information.

16mm film, 32 min., color	$395.00
Rental	$85.00
Three-day Preview	$15.00

OBSTRUCTED AIRWAY

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This program discusses the specific instruction techniques used to open an obstructed airway in adults and children. It includes types of osbtructions, the triple airway maneuver, tongue obstruction and foreign body obstruction.

Note: La Belle Format

NT2-06020 $80.00

OBSTRUCTED AIRWAY II

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

This program covers additional methods of clearing the airway to include: back blows, abdominal thrust (Heimlich Maneuver), chest thrust, and finger probes. It also covers CPR techniques to be employed in a witnessed and unwitnessed obstruction.

Note: La Belle Format

NT2-06021 $80.00

THE PARAMEDIC

Pyramid Films Corporation
P. O. Box 1048
Santa Moncia, California 90406

The life of a paramedic is involving, exciting and dangerous. This documentary follows two paramedics, a rookie and a four year veteran as they deal with life-threating emergencies. In dramatic, real-life sequences, the men futilely attempt to save the life of an elderly heart attack victim, administer medication which restores a clinically dead drug-overdose patient to life in 10 seconds, and respond to various accidents involving automobiles and motorcycles. The film gives insight into the personalities of these two men - we learn what it takes to face pain and tragedy on a daily basis. They discuss their feelings when a patient dies, the way in which they have become accustomed to suffering and injury, and the motivations and rewards of their work. Children, they say, are their most difficult patients because of their size and their inability to describe what is wrong.

2355, 20 min., color film	
Rental	$30.00
Sale	$300.00

PEOPLE WHO HELP: HEALTH CAREERS

BFA Educational Media
2211 Michigan Avenue
Santa Monica, California 90404

This film creates, through exciting documentary footage, the atmosphere of a hospital. It also introduces many key personnel who reflect, as they work, upon how they entered their position and what rewards and problems they meet each day.

11607, 17½ min., color film	
Rental	$25.00
Purchase	$270.00

PERSONAL HEALTH EDUCATION SERIES

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

An individualized, self-instructional series of programs, designed for patient teaching in the hospital or clinic, or for health problems education.

Each of the programs consists of an audio cassette programmed with an illustrated flip-chart book and includes: instructions for the

learner, a pre-test, the "Assured Learnings" or objectives for the learner, a summary, a post-test, additional references.

Titles and Subject Matter are:

26-04 Basic Human Sexuality: functions of sex-related parts of male and female bodies; changes in puberty and adolescence; human reproductive process: various points of view on sexual behavior.

26-05 The Pill: How oral contraceptives work; advantages; mild and serious side effects; need for medical supervision.

26-06 Pre-Natal Care: Early signs of pregnancy; when to see a doctor; diet; side effects; pre-natal self-care; how fetus develops; labor.

26-02 Lower Back Pain: Systemic diseases, structural defects that cause back pain; exercise and treatments which prevent or decrease lower back pain.

26-03 Stomach Distress: Symptoms of and remedies for various kinds of stomach distress, such a peptic ulcer and functional indigestion.

26-01 Hypertension: Blood pressure and its measurement; causes of hypertension, its symptoms, prevention, treatment.

26-07 Diabetes: Symptoms and characteristics of diabetes; susceptibility; the various ways of treating and controlling diabetes; discussions of patient and doctor tests; and disclosure of related physical and emotional problems.

Each Program	$14.95
6 or more units (any titles)	$12.95

PRE- POSTSECONDARY PROGRAM: A HEALTH CAREERS CURRICULUM

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This curriculum guide is designed for the teacher implementing a pre-postsecondary program in health careers for eleventh and twelfth grade students. The guide contains an introduction, a section on program philosophy and assumptions, elements of a pre-postsecondary program (including block-time scheduling, simulated activities, field experience, career guidance, and individualization), plus content outlines and class activities. Activities (intended to take two years) are outlined across the areas of mathematics, science (anatomy, physiology, and technical writing), career investigation, and personal development in a core format designed to enable the student to see the applicability of the topics and concepts and to see the holistic nature of knowledge. The content outline correlates an activity number with a specific topic in one of the major activity areas.

Order ED 145210	
MF	$ .98
PC	$14.57

PRINCIPLES OF FIRST AID

Learning Arts
P. O. Box 179
Wichita, Kansas 67201

These full color transparencies are keyed to supplement leading first aid manuals. Organized into 10 easy-to-use sets, the 55 visuals cover every basic aspect of first aid. Numerous overlays help the instructor present techniques as step-by-step procedures. When incorporated into lectures, they will greatly increase student interest and learning speed.

Titles and Individual Set Prices are:

Principles of First Aid - Introduction, 5 transparencies, overlays	$20.00
Cardiopulmonary Resuscitation - Principles, 9 transparencies, overlays	$36.00
Hemorrhage Control and Soft Tissue Injuries, 7 transparencies, overlays	$28.00
Shock, 4 transparencies, overlays	$16.00
External Temperature Variances on the Body, 4 transparencies, overlays	$16.00

Skeletal System Injuries, 9 transparencies, overlays $36.00

Poisonings, 3 transparencies, overlays $12.00

Medical Emergencies, 6 transparencies, overlays $24.00

Emergency Childbirth - Principles, 6 transparencies, overlays $24.00

Handling Injured and Ill People, 2 transparencies, overlays $ 8.00

PULMONARY REHABILITATION

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Pulmonary Rehabilitation tells the story of Glen Davis, a COPD patient, and outlines his experiences in the pulmonary rehabilitation program. Told in the first person, the film gives a new outlook on the various aspects of pulmonary rehabilitation.

2093, 9 min., color film
Rental $ 8.00
Sale $125.00

THE RIGHT TO DIE

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

A man, terminally ill with cancer looks forward to months of pain and suffering. A young woman lies comatose, kept alive by medical support. This program explores in depth the moral, legal and practical implications of extending human life through medical technology.

CX570 Color Filmstrip with Cassette and Discussion Guide $24.00

THERAPY AND REHABILITATION

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

Careers for those interested in working closely with recovering patients. Physical, respiratory, and occupational therapy careers are described. 73 frames. Time 7:22 min.

6708-2 $24.75

UCLA POSTGRADUATE INSTITUTE ON EMERGENCY MEDICINE

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This program was designed to provide a modern and up-to-date didactic instruction on all clinical aspects of emergency medicine. Principles and techniques required for the treatment of the critically injured or seriously ill patient are emphasized and reviewed.

Each cassette comes with a 1 to 10 page content outline, and covers one of the lectures from the UCLA Postgraduate Institute on Emergency Medicine. The time lengths for the cassettes range from about 45 to 70 minutes.

001 Emergency Cardiac Care and Cardiac Pharmacology
002 Acute Fluid and Electrolyte Management
003 Acute Surgical Conditions of the Abdomen
004 Gastrointestinal Bleeding
005 Congestive Heart Failure and Pulmonary Edema, Emergency Management of
006 Poisonous Reptile and Insect Bites
007 Psychiatric Emergencies
008 Obstetrical - Gynecological Emergencies
010 Emergency Department Orthopedics, Part I
011 Emergency Department Orthopedics, Part II
013 Overdose and Poisonings
016 Hypertensive Emergencies
022 Diagnosis and Treatment of Pulmonary Embolism
025 Pediatric Emergenices: Fever, Diarrhea and Vomiting
026 Endocrine Emergencies: Diabetic Ketoacidosis, Hyperosmolar Coma
031 Neurosurgical Emergencies
035 Urological Emergencies
036 Acute Respiratory Emergencies and Arterial Blood Gas Interpretation

Order by Product Number and Title

Cassette with Content Outline $ 7.50

UNITS OF INSTRUCTION: HEALTH OCCUPATIONS EDUCATION - VOLUME I, TEACHER'S GUIDE

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

Ten units on health occupations are presented in this teacher's guide. The units are the following: recording vital signs; job application and interview; grooming and personal hygiene; health careers; medical careers; medical ethics; medical terminology and abbreviations; medical asepsis; basic patient care (e.g., measuring and recording fluid intake and output); admitting, transferring, and discharging the patient; and office procedures in medical services (e.g., completing medical insurance forms). Each instructional unit generally contains eight components: performance objectives; an outline of minimum instructor and student activities to accomplish unit objectives; information sheets presenting basic unit content; transparency masters; job sheets which outline skills to be achieved; student assignment sheets related to the unit information sheets (answer sheets are provided); and objectives tests with answer sheets.

Order ED 170601
MF $ .98

UNITS OF INSTRUCTION: HEALTH OCCUPATIONS EDUCATION - VOLUME II, TEACHER'S GUIDE

Ten units on health occupations are presented in this teacher's guide. The units are the following: special procedures; assisting with diagnostic procedures (e.g., collecting specimens); transporting patients; charting; medical laboratory procedures; giving standard first aid treatment; metrics for health occupations; human relations; safety; and anatomy and physiology. Each instructional unit generally contains eight components: performance objectives; an outline of minimum instructor and student activities to accomplish unit objectives; information sheets presenting basic unit content; transparency masters; job sheets which outline skills to be achieved; student assignment sheets related to the unit information sheets (answer sheets are provided); and objective tests with answer sheets.

Order ED 170602
MD $ .98

UNWITNESSED CARDIAC ARREST

W. B. Cavanaugh Company
P. P. Box 831
Columbia, Maryland 21044

This program is designed to teach the recognition of an unwitnessed heart attack that may occur anywhere. It illustrates the step-by-step procedure for identifying and treating the attack with cardiopulmonary resuscitation techniques.

Note: La Belle Format

NT2-06018 $80.00

VOCATIONAL INSTRUCTIONAL MATERIALS FOR HEALTH OCCUPATIONS EDUCATION AVAILABLE FROM FEDERAL AGENCIES

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This annotated bibliography lists curriculum materials for health occupations education which were produced by Federal agencies and are appropriate for these subject matter areas: 1) dentistry, 2) medical laboratory technology, 3) nursing, 4) rehabilitation, 5) radiology, 6) opthalmology, 7) environmental health, and 8) mental health technology. Where possible, these subject matter areas are further subdivided into specific occupational areas. Entries are arranged by title and include date of publication, number of pages, author or corporate author, brief annotation, special aspects, document contents, relevant instructional areas, and document source. An introductory section explains the coding system, locating and ordering materials, and interpreting citations.

Order ED 058445
MF $ .98
PC $ 6.82

WHAT MAN SHALL LIVE AND NOT SEE DEATH (PARTS I & II)

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

"Conspiracy of silence" surrounding the subject of death - conversations with doctors, clergymen , terminally ill patients and bereaved people.

This study of death and how Americans deal with it provides insight into a profound and universal experience.

U 50293, 57 min., color film
Rental $21.05

DENTAL ASSISTANT - A CAREER OF SERVICE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Discusses what the dental assistant does, how and where training is received and what the future holds.

38377, 13 min., color film
Rental $ 5.00

DENTAL ASSISTANT: AN ORIENTATION TO CHAIRSIDE ASSISTING

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

What dental assistants do, and why they are important members of the dental health team. An assistant is shown as she works at chairside with a dentist during treatment of a child patient.

U 35409, 12 min., color film
Rental $ 7.20

DENTISTRY FOR THE HANDICAPPED CHILD

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Special requirements of handicapped children and appropriate modifications of techniques a dentist can employ in working with such children.

U 46048, 18 min., color film
Rental $ 7.30

MANDIBULAR THIRD MOLAR SURGERY

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Close-up photography depcits the removal of third molars, featuring excellent suturing technique. The film also shows the method of splitting the tooth, proper fulcrum technique, removal of broken roots, elimination of edema from trauma, and bleeding control by both suturing and the use of bone wax.

2090, 14 min., color film
Rental $10.00
Sale $180.00

MANUAL OF AN INSTRUCTIONAL PROGRAM IN DENTAL ASSISTING

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This manual is for administrator and teacher use in planning a program and individual courses for adults in dental assisting in vocational, technical, and adult programs. The manual was developed by a supervisor, a teacher-coordinator, teachers, and dentists at the local level and tested in the local school. The objectives are to prepare individuals to function as chairside assistants and office managers. Curriculum components are English, Dental Office Management, Dental Assisting Typewriting, Professional Orientation, Perspective in Personal Development, Dental Laboratory Procedures, Dental Theory, First Aid, Pharmacology, and Dental Assisting Theory and Practice. Course outlines include time allotment, general descriptive statement, objectives, and general content. Two semesters including 1,016 class and laboratory hours are required. Teachers should be competent practitioners and represent the areas of home ecomonics and business education as well as dental education. Student requirements include high school graduation or equivalency, one unit of science, one unit of typing, and a twelfth grade reading level. Field experiences are described and policies in connection with 1) admission, 2) scholarship, probation and dismissals, 3) withdrawals, readmissions, and transfers, 4) graduation, 5) health program, 6) counseling program, and 7) scholarship and loans are explained. Appendixes include evaluation forms and laboratory procedure outlines.

Order ED 023826
MF $ .98
PC $ 6.82

MAXILLARY THIRD MOLAR SURGERY

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Close-up photography clearly shows the surgical removal of hidden, impacted, and unerupted maxillary third molar. The proper technique of using an elevator is demonstrated on a prepared cadaver. The film closes with suturing techniques demonstrated to avoid peridontal pockets and problems.

2089, 11 min., color film
Rental $10.00
Sale $160.00

METRICS FOR DENTAL ASSISTANTS

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

Designed to meet the job-related metric measurement needs of students interested in becoming dental assistants. The package is intended for students who already know the occupational terminology, measurement terms, and tools currently in use. Each of the five units in this instructional package contains performance objectives, learning activities, and supporting information in the form of text, exercises, and tables. In addition, suggested teaching techniques are included. At the back of the package are objective-based evaluation items, a page of answers to the exercises and tests, a list of metric materials needed for the activities, references, and a list of suppliers. The material is designed to accommodate a variety of individual teaching and learning styles, e.g., independent study, small group, or whole-class activity. Exercises are intended to facilitate experiences with measurement instruments, tools, and devices used in this occupation and job-related tasks of estimating and measuring.

Order ED 134757
MF $ .98
PC $ 5.30

SURGICAL PALATE SPLITTING

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

A patient whose maxilla is too thick and dense for orthopedic correction of a narrow dental arch, har the problem corrected through oral surgery. Emphasis is placed on anesthesia techniques.

1082, 24 min., color film
Rental $12.00
Sale $310.00

DENTAL CARE FOR THE CHRONICALLY ILL AND AGED

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Presents methods, procedures, and equipment used in providing dental services to non-ambulatory patients in private homes and institutions. Emphasizes need for community-wide action in the development of care programs for the ill and aged.

U 45925, 22 min., color film
Rental $ 8.95

DENTAL HEALTH

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

A survey of dental health, including oral growth and development, incidence and casue of oral disease, dental health programs, and barriers to comprehensive dental health care. Information to help the nurse increase her role as a contributing member of the dental health team.

U 56706, 28 min., b/w film
Rental $ 8.40

HEALTH OCCUPATIONS EDUCATION: DENTAL LABORATORY TECHNOLOGY - PROGRAM DEVELOPMENT GUIDE

ERIC Document Reproduction Service
P. O. Box 190
Arlington Virginia 22210

This program guide was developed to assist occupational education administrators and health occupations education personnel in planning, developing and implementing programs to prepare youth and adults for work as dental laboratory technicians. The content is presented in five sections: introduction; planning the dental laboratory program; the curriculum; general facilities guidelines with illustrations, a list of suggested instruments and portable equipment, and a list of suggested initial supplies; and follow-up activities.

Order ED 167795
MF $ .98
PC $ 1.97

LABORATORY PROCEDURES FOR CONSTRUCTION OF COMPLETE DENTURES

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Shows procedures from wax-up of the trial dentures to, and including the boil-out procedure. Correct and incorrect procedures are depicted thru numorous illustrations and animation.

U 55512, 28 min., color film
Rental $12.45

ALLIED HEALTH CAREERS

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

This filmstrip program illustrates and describes some of the many health-related specialties in four parts which can be used as a unit or individually:

Technologists and Technicians
Physical, Occupational, Respiratory Therapists
Emergency Medical Technicians and Physicians' Assistants
Admissions, Medical Records, Administration

MG1028706 Allied Health Careers
4 filmstrips, 4 cassettes, teacher's guides, scripts $72.00

BASIC POMR (PROBLEM ORIENTED MEDICAL RECORD)

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

A complete, audio-visual, learn-by-doing, instructional kit to provide thorough training and retraining of all personnel who work with medical records. The kit consists of programmed instruction using a sound/color filmstrip with cassette accompanied by an Activities Text, all designed to develop skill in generating and using THE PROBLEM ORIENTED MEDICAL RECORD. This medical record system provides a basis for efficient continuity of care, meaningful audits of medical care, and a basis for measurement of quality of care.

21-60 Complete Program - Sound/Color Filmstrip with Cassette, 10 Activities Texts, Guidebook $39.95
21-601 Extra Activities Texts (each) $ 1.95

BEING A WARD CLERK

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

Overhead transparencies help present student with record-keeping techniques, essential hospital routines.

Unit 1. Understanding the Working Environment and Interdepartmental Relationships. 14 transparencies $73.50

Unit 2. Understanding Medical Terminology, Recording Techniques, Patient Care Procedures. 21 transparencies $111.50

Complete Set (35 transparencies) $169.00

COMMUNICATION OF MESSAGES

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The importance of good communications is depicted with emphasis on accuracy, alertness, empathy, and conciseness in oral and written communication.

Note: La Belle Format

NTI-04106 $85.00

COMMUNICATION WITH THE PATIENT AND FAMILY

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

The maturity, courtesy and tact of the unit secretary are emphasized in her communications with family and patient.

Note: La Belle Format

NTI-04109 $85.00

EMERGENCY MEDICAL TECHNICIAN AND PHYSICIAN'S ASSISTANT

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

This filmstrip shows how these two new professions are developing to make high quality health care available to more people in more diversified situations. 73 frames. Time: 7:36 min.

6706-6 $24.75

MEDICAL RECORDS AND HEALTH CARE ADMINISTRATION

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

Records technicians, medical records administrators, and health care administrators - people who maintain the flow of information and service - are the subject. 53 frames. Time: 5:20 min.

6709-0 $24.75

MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT - REGULAR VOCATIONAL VOLUME I

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This instructional package focuses on the vocational area of medical assistant. Contained in this document are twenty-six learning modules organized into three units: language; receptioning; and asepsis. Each module includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information pages (not always included) which provide information needed to perform the activity; and job step pages which detail steps (visuals included) necessary to do the tasks.

Order ED 158091
MF $ .98
PC $26.72

MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT - REGULAR VOCATIONAL VOLUME II

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This instructional package focuses on the vocational area of medical assistant. Contained in this document are forty-six learning modules organized into three units: examination; supplies and equipment maintenance; and diagnostic tests. Each module includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information pages (not always included) which provide information needed to perform the activity; and job step pages which detail steps (visuals included) necessary to do the tasks.

Order ED 158092
MF $ .98
PC $26.72

MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT - REGULAR VOCATIONAL VOLUME III

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This instructional package focuses on the vocational area of medical assistant. Contained in this document are forty learning modules organized into four units: office surgery; telephoning; bandaging; and medications and treatments. Each module includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information pages (not always included) which provide information needed to perform the activity; and job step pages which detail steps (visuals included) necessary to do the tasks.

Order ED 158093
MF $ .98
PC $18.66

MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT - REGULAR VOCATIONAL VOLUME IV

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P. O. Box 190
Arlington, Virginia 22210

This instructional package focuses on the vocational areas of medical assistant. Contained in this document are forty-seven learning modules organized into nine units: review for competency; third-party billing; patient teaching; skill building; bookkeeping; interpersonal relationships; medical office first aid; banking; and casting procedures. Each module includes these

elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information pages (not always included) which provide information needed to perform the activity; and job step pages which detail steps (visuals included) necessary to do the tasks.

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MF $ .98
PC $23.44

MULTIPLE LEARNING STRATEGIES: MEDICAL ASSISTANT - VISUALLY IMPAIRED VOLUME I

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This instructional package focuses on the vocational area of medical assistant. Contained in this document are twelve learning modules organized into five units: language; receptioning; asepsis; supplies and equipment maintenance; and diagnostic tests. Each module, printed in block type, includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information and job step pages which provide information needed to perform the activity; and detail job steps necessary to do the task. Illustrations are designed for the visually impaired.

Order ED 158095
MF $ .98

MULTIPLE LEARNING STRATEGIES PROJECT: MEDICAL ASSISTANT - VISUALLY IMPAIRED VOLUME II

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P. O. Box 190
Arlington, Virginia 22210

This instructional package focuses on the vocational area of medical assistant. Contained in this document are thirty-five learning modules organized into nine units: telephoning; medications and treatments; review for competency; third-party billing; skill building; bookkeeping; interpersonal relationships; medical office first aid; and banking. Each module, printed in block type, includes these elements: a performance objective page telling what will be learned, what materials will be needed, and how the student will be evaluated; information and job step pages provide information needed to perform the activity and detail steps necessary to do the task. Illustrations are designed for the visually impaired.

Order ED 158096
MF $ .98

NATIONAL TRAINING COURSE: EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC INSTRUCTOR'S LESSON PLANS

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

This instructor's lesson plan guide on shock and fluid therapy is one of fifteen modules designed for use in the training of emergency medical technicians (paramedics). Six units of study are presented: 1) body fluids, electrolytes and their effect on the body, and the general principles of fluid and acid base balances; 2) characteristics of blood and its components, and the indications and hazards of blood transfusion; 3) causes, signs, symptoms, and treatment of dehydration and overhydration; 4) the classification, signs, symptoms, and treatment of shock; 5) practice in initiation and termination of an intravenous lifeline (IV), management of an improperly functioning IV, and application of the military anti-shock trousers; and 6) clinical experiences in the emergency department, intensive care unit/coronary care unit, and with the IV team. Each unit contains these elements: behavioral objectives, teaching procedures, content outline, demonstration outlines, needed equipment and materials, and guidelines for activities to be performed by students applying the skills. Skill evaluation sheets are provided.

Order ED 158061
MF $ .98
PC $ 6.84

OBSTETRICS

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

This series of overhead transparencies is designed for training labor and delivery room technicians. It provides

a review of the process of human reproduction from conception through childbirth, (color)

Set of 24 transparencies with 24 overlays $175.00

OXYGEN THERAPY

W. B. Cavanaugh Company
P. O. Box 831
Columbia, Maryland 21044

Oxygen, its properties, are explained. The two methods of delivering oxygen to patients utilizing proper techniques are taught.

Note: La Belle Format

NTI-04091 $85.00

PHYSICAL DIAGNOSIS OF THE EAR, NOSE AND THROAT

Film Distribution Supervisor
Ohio State University
Department of Photography & Cinema
156 West 19th Avenue
Columbus, Ohio 43210

Demonstrates the proper use of instruments in the examinations of the ear, nose, and throat areas.

1038, 28 min., color film
Rental $12.00
Sale $240.00

SYLLABUS IN MEDICAL ASSISTING: HEALTH OCCUPATIONS EDUCATION PROGRAM

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

The document presents a syllabus which would serve as a guideline for health occupations educators in establishing a course of study for training medical assistants which would meet New York State requirments and be acceptable for State credit. The syllabus is arranged in three columns: 1) minimum acceptable content of study which required 80 percent of the course time in instruction, 2) instructional objectives based on student performance, and 3) teaching suggestions. The course of study is divided into six sections: general orientation (2 areas), the medical assistant (4 areas), body structure and function (15 areas), administrative duties (4 areas), clinical duties (5 areas), and technical duties (3 areas). A discussion on the relationship of clinical experience, a sample clinical experience agreement, procedures for obtaining certification, a resource list of instructional materials, and source directory of suppliers are appended.

Order ED 116017
MF $ .98
PC $ 5.30

WORK OF THE BLOOD

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

This film uses photomicrography, animated drawings, and other photographic techniques to describe the functions and composition of the blood. It is planned for classes in health and biology. Of value to nurses, laboratory technicians, Red Cross Workers and blood banks.

US 34682, 13 min., color film
Rental $ 7.95

CAREER: MEDICAL TECHNOLOGIST

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

Presents to high school students and graduates a picture of the challenges and opportunities in a career in medical technology. Shows that, with pathologists and physician-in-charge, the medical technologist shares in giving patients benefits of up-to-date diagnostic and therapeutic advances.

U 43844, 22 min., B/W film
Rental $ 5.00

DIAGNOSTIC TECHNICIANS AND TECHNOLOGISTS

VGM Career Horizons
National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

Describes careers as technicians, technologists, and laboratory personnel who gather information for correct diagnosis and treatment of patients. 72 frames. Time: 7:40 min.

6707-4 $24.75

GUIDE FOR PROGRAM PLANNING: MEDICAL LABORATORY TECHNICIAN

ERIC Document Reproduction Service
P. O. Box 190
Arlington, Virginia 22210

Prepared by the American Association of Junior Colleges and the National Council on Medical Technology Education, this guide discusses programs for career-entry supportive medical laboratory personnel which have been cooperatively planned by junior college personnel and the medical community, particularly pathologists and medical technologists. Section 1 provides guidelines for achieving these program development goals: 1) define the scope of the program, 2) become aware of program requirements for professional approval, licensure, and certification, 3) review college philosophy, goals, and orientation in relation to implementation of the program, 4) evaluate the need for medical laboratory technicians in the community, 5) evaluate the feasibility of the college offering a program, 6) obtain program resources and prepare for use, 7) develop a curriculum and 8) evaluate the program. Section 2 describes in checklist form the actions the college administrator, program director, and pathologist should conduct to achieve the goals. Eligibility requirements for certification, reference organizations, reference publications, and laws covering medical laboratories are appended.

Order ED 043766
MF $ .98
PC $ 3.80

HEMATOLOGY LABORATORY TECHNIQUES: STUDYING HUMAN BLOOD

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A series of 6 color filmstrips with cassette tapes presenting an introductory lesson to hematology laboratory techniques.

1. How to make a Differential White Blood Cell Count from a Prepared Slide
2. How to Determine Red Blood Cell Count
3. How to Determine the ABO Groups and Rh Factors of Blood
4. How to Determine a Hematocrit (PCV Method)
5. How to Determine a White Blood Cell Count
6. How to Prepare a Blood Smear on a Microscopic Slide and use Wright's Stain

Complete Program (6 color filmstrips with cassette tapes and student's guide) $200.00

HEMATOLOGY LABORATORY TECHNIQUES - PART II (MORE ADVANCED SKILLS)

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of five color filmstrips with cassette tapes presenting more advanced skills for hematology lab technicians. Study guide is included.

1. How to Enumerate Platelets with a Coulter Counter
2. How to Measure Serum Glucose using the Manual O-Tolvidine Method
3. How to Perform a Reticulocyte Count
4. How to Determine the Erythrocyte Sedimentation Rate by the Wintrobe and Westergren Methods
5. Manual Determination of Hemoglobin by the Cyanmethemoglobin Method

Complete Program (5 color filmstrips with cassette tapes and student's guide $170.00

INTRODUCTORY BACTERIOLOGY LABORATORY METHODS

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A series of 6 color filmstrips with cassette tapes for the allied health student. A basic introductory program.

1. Use of Aseptic Techniques in the Tube Transfer of Bacteria
2. How to Prepare Culture Media Solidified with Agar
3. How to Pour Agar Plates
4. Four Plate Techniques for Isolation of Pure Cultures
5. How to Streak Nutrient Agar Plates
6. How to Prepare Bacterial Smears and use Methylene Blue and Gram Stains

Complete Program (6 color filmstrips with cassette tapes and student guide) $200.00

LABORATORY TECHNOLOGY: A BALANCED PERSPECTIVE

Iowa State University
Media Resources Center
121 Pearson Hall
Ames, Iowa 50011

A comprehensive view of a modern hospital laboratory in operation. Follows a patient brought into the hospital - the preliminary lab tests which determine the necessity of an operation - the pre-op tests to provide the physician with accurate information about his patient - and the required post-op tests. Covers the Hematology, Clinical and Pathology department as it describes the clinical laboratory profession as a field where man's imagination is augmented by space-age technology to yield the most accurate results obtainable.

U 30411, 13 min., color film
Rental $ 8.80

MEDICAL TECHNOLOGY: AN OVERVIEW

Bergwall Productions, Incorporated
839 Steward Avenue
Garden City, New York 11530

This resource consists of 3 color filmstrips, 3 cassettes, and a study guide. Contents are as follows:

1. Introduction to Medical Technology: This introductory filmstrip provides an overview to the field of medical technology by exploring the main activities of the med tech along with an extensive tour of the lab and other parts of the med tech's working environment. The main location for this tour is a modern, fully-equipped lab in a hospital, where the viewer is given a "slice of life" view of the med tech at work.

2. The Hematology Lab: The main activities and equipment associated with the hematology lab are introduced in a typical sequence of activity beginning with the process of taking blood from the patient. The viewer then follows the med tech and visiting students through a series of tests performed on the blood sample which involve blood mixing, preparing and staining slides, counting blood cells and finally reporting and recording results.

3. The Bacteriology and Serology Labs: Provides a closer look at the bacteriology lab, where tests are performed by growing and identifying microorganisms associated with disease - collecting samples, applying samples to growth mediums, incubation, and determining drug sensitivity for diagnosis and treatment. Also deals with the serology lab which is concerned with the testing of blood serum in order to identify certain abnormalities or disease. The viewer is introduced to the usual procedures and materials associated with serological testing: the separation of blood in the centrifuge, selecting and testing with a proper "kit" or packaged testing materials, and

finally reporting and recording the results. Detailed examples of testing for mononucleosis and syphilis are included.

130 $90.00

MEDICAL WORKERS PREPARATORY

Career Aids, Inc.
8950 Lurline Avenue, Dept. T-4
Chatsworth, California 91311

The complete program contains 24 lessons on 12 cassette tapes, with 24 spirit-master lesson worksheets packaged in an individual storage album. Topics include: Medical Laboratory Workers; Radiologic Technologists; EEG/EKG technicians; Surgical Technicians; Mathematics Symbols and operations; Gross Anatomy (2 lessons); Heart and Lungs; Stomach and Intestines; X-Ray Electricity and procedures; Radiation Therapy; Film Processing; Circulatory and Endocrine Systems; Blood Count; Pharmacology; Drugs and Dosage; Diagnostic Tests; Surgical Technology; Medical Terminology (2 lessons).

EX 91298, 12 cassettes, 24 Worksheets $72.00

MICROTECHNIQUES

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A program of 5 color filmstrips with cassette tapes dealing with microtechniques for cytological and histological studies and how to prepare microscope slides of animal specimens by the paraffin method.

1. Processing the Specimen
2. Embedding the Specimen
3. Making Sections
4. Mounting and Staining
5. Maintain and Adjust Microtome

Complete Program (5 color filmstrips with cassette tapes and study guide) $170.00

RADIOGRAPHIC PRODUCTION

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A set of 25 color slides designed for flexibility, yet thoroughness and accuracy. Designed by practicing radiologists.

Complete Program (25 color slides) $27.00

RADIOLOGIC PHYSICS

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A series of 50 color slides designed to bring simplicity and understanding to an otherwise difficult area of radiology.

Complete Program (50 color slides) $38.00

TOMOGRAPHY

Thompson-Mitchell & Associates
3384 Peachtree Road, N.E.
Atlanta, Georgia 30326

A series of 28 color slides for those involved in radiology visualization of tomographic principles.

Complete Program (28 color slides) $29.00

PERIODICALS AND JOURNALS

SOURCES OF INFORMATION

Periodicals and journals can be valuable sources in information for the classroom teacher. The following is a listing and description of periodicals related to health occupations. One should examine this list to pinpoint publications which can be of use for instructional and research purposes.

American Dental Association Journal. 1913. m. Membership (Nonmembers, $15). Amer. Dental Assn., 211 E. Chicago Ave., Chicago, Ill. 60611.

The Dental Association's counterpart to American Medical Association Journal, see above in this section. News, commentary, letters, and the association's policy pronouncements are included. Articles are short and more clinical than research-oriented, relatively free of jargon. The least technical of the dental journals and a basic MLA title.

American Journal of Nursing. 1900. m. $10. Thelma M. Schorr, Amer. Journal of Nursing Co., 10 Columbus Circle, New York, N. Y. 10019.

The official magazine of the American Nurses' Association is directed at students and professionals. Some fifteen articles in each issue, authored by nursing and health specialists, discuss new techniques and equipment, give case studies or clinical reports, and offer suggestions on nurses' conduct toward patients. An extensive news section touches every aspect of nursing (education, legislation, service, professional practice) and special departments review new trends in research and nursing. "Drug Data" reports on new products and "Medical Highlights" gives digests of new findings published in medical journals. Recommended for any library supporting a nursing program or any specialized collection.

American Journal of Public Health. 1911. m. $30. Amer. Public Health Assn., 1015 18th St. N. W., Washington, D. C. 20036. Illus., index, adv. Circ: 29,669. Microform: UMI.

Formerly: American Journal of Public Health and the Nation's Health. The official publication of the American Public Health Association. It covers the entire public health field from environmental considerations to psychology. Articles are written by and for doctors and administrators; but, unlike the contents of many medical journals, a good deal of the materials is within the grasp of better educated persons. Titles range from "Family Planning Services for Persons Handicapped by Mental Retardation" to "A Comparative Evaluation of the Scrub and Brush Methods of Tooth Brushing with Flossing as an Adjunct (in 5th and 6th Graders)." With the growing interest in public health and methods, this is an important addition for any public or academic collection and a required item for all medical libraries.

American Nurse (Formerly: American Nurses' Association. ANA in Action). 1975. m. $4. Amer. Nurses Assn., 2420 Pershing Rd., Kansas City, Mo. 64108.

Articles report on the state of the profession and review significant legislation, either pending or recently approved. The organ of the American Nurses Association, it gives accounts of the activities of state and national nursing organizations. Suitable for nursing schools or libraries with a clientele of prospective nursing students.

AORN Journal. 1963. m. (twice in Feb.) $24. Elinor Schrader. Assn. of Operating Room Nurses, Inc., 101770 E. Mississippi Ave., Denver, Colo. 80231.

Original, practical articles for operating room personnel and related services. Selected materials come from a variety of specialized conferences and groups, including the annual Congress of the Association of Operating Room Nurses. Regular features review new legislation concerning nursing and health care. There are also a number of clearly written articles of general interest, e.g., "Physiological Effects of Surgery on Children" and "Non-operative Theraphy for Hemorrhoids." Articles of this type enhance the value of this journal for nurses in fields other than operating rooms as well as for the general public.

ARN Journal; official journal of the Association of Rehabilitation Nurses. 1975. 6/yr. $15. 1132 Waukegan Rd., Glenview, Ill. 60025.

Seeks to further interest in the

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profession and improve the skills of practitioners. Articles are clearly written and could be valuable to the general public; titles include "Treatment of Low Back Pain" and "Bowel Retraining for Spinal Cord Injured Patients." Serves as a bulletin board for conferences, seminars, and activities of the association's chapters.

Health. 1955. bi-m. $2. George W. Northrup. Amer. Osteopathic Assn., 212 E. Ohio St., Chicago, Ill. 60611. Illus., index, adv. Circ: 25,000. Sample. Microform: UMI

Although a publication of the American Osteopathic Association, this may still be considered a general health magazine for laypersons. Four to five articles feature health as related to medicine. The material is documented and is written for the nonspecialist. With its low price and useful articles, this bi-monthly should be considered by any library.

Health Education. (Formerly: School Health Review). 1970. bi-m. $15 (Free with membership). Ed. bd. Amer. Alliance for Health, Physical Education & Recreation, 1201 16th St. N. W., Washington, D. C. 20036.

The chief publication for sponsors of health education programs, and another fine journal from the American Alliance for Health, Physical Education and Recreation (see also Journal of Physical Education and Recreation in Sports/ Physical Education and School Sports Section). Special features and articles deal with such general topics as parenting, death and dying, suicide, aging, and addictions; as well as professional topics on the relation of health education with other disciplines, and instructional information (e.g., "creative health education through puppetry"). Three excellent departments provide teaching ideas, review resources available (including media), and cull the professional literature via an extended, annotated bibliography. Should be in all libraries that support health education programs.

Health-Pac. 1968, bi-m. $10 (Students, $8), Ed. bd. Health Policy Advisory Center, 17 Murray St., New York, N. Y. 10007.

The leader in the movement to bring medicine back to the people and strip the witch doctor of his magic. New York Magazine called the Health Policy Advisory Center "the think tank of the movement." Issues feature short, factual, and objective stories on such topics as free clinics, medical education, etc. The whole magazine is readable, creditable, and something new for the average readers who may be getting all their medical facts from American Medical Association publications. Health-Pac takes a strong stand in favor of women having more say about their own health, particularly since medicine is dominated by men. When not publishing, the group provides "technical assistance to insurgent groups interested in creating a more accountable health system."

Health Right. 1975. q. $10. Naomi Fatt. Women's Health Forum, 175 Fifth Ave., New York, N. Y. 10010.

Essential for women's studies collections, this 12-page tabloid explores the concerns and problems related to health and medical practices as related to women. Issues focus on abortion, infant rearing, childbirth, cancer, etc., and include national, regional, and international news on health issues, as well as a number of regular departments that provide options, remedies, and resources. Much has been written about male-dominated medical communities exploiting women's health. Any library that supports this publication performs a real service for half its user community and raises the consciousness of the other half. Recommended.

Heart and Lung; the journal of critical care. 1972. Ed. bd. 6/yr. $23 (Individuals, $11), Amer. Assn. of Critical Care Nurses. C. V. Mosby Co., 11830 Westline Industrial Dr., St. Louis, Mo. 63141.

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An outstanding technical journal directed at nurses and physicians working in critical care units of hospitals. Regular features include notes on professional conferences and symposia and reviews of books and audiovisual teaching aids. Somewhat expensive, but a good choice for schools with undergraduate and graduate nursing programs and for public libraries with appropriate clienteles.

Imprint. 1968. 4/yr. Membership (Nonmembers, $5). Controlled circ. National Student Nurses Assn., 10 Columbus Circle, New York, N. Y. 10019.

Well-researched articles on the practice and goals of the nursing profession and the education of its members. There is a wide variety in topics, e.g., "Sudden Death Infant Syndrome." A good choice for libraries with nursing school students or potential candidates.

Inquiry; a journal of health care organization, provision and financing. 1963. q. $10. James E. Veney. Blue Cross Assn., 840 N. Lake Shore Dr., Chicago, Ill. 60611.

This quarterly qualifies as a professional journal for those engaged in the planning and administration of health care services. Its average length of 72 pages includes four or five articles, and occasionally a series in the form of a symposium, representing the work of well-prepared and qualified writers in this field. Subjects include health insurance and its economic effects, trends in delivery of health services, desirability of planning health care services on various levels from neighborhood to more comprehensive systems, and social responsibility for health care. References and notes are extensive and complete, and writing is on the professional level. Book reviews of specialized publications occasionally present two opposing views by two reviewers. Useful in large public libraries and specialized libraries serving health care specialists and others of the medical profession.

International Nursing Review. 1926. 6/yr/ $10. Merren Tardivelle. Intl. Nursing Review, Imprimeries Reunies S. A., 33 ave. de la Gare, CH-1001 Lausanne, Switzerland.

The official publication of the International Council of Nurses, this slim journal should be of interest to anyone concerned with the quality of health care and nursing education around the world. International in scope; material is submitted for publication in French, German, or Spanish and translated into English by the council.

JOGN Nursing (Journal of obstetric, gynecologic and neonatal nursing). 1972. 6/yr. $12. Nurses Assn. of the Amer. College of Obstetricians and Gynecologists. Harper & Row Pubs., Inc., Medical Dept., 2350 Virginia Ave., Hagerstown, Md. 21740.

A fine journal aimed at nurses in obstetrics and gynecology, but the clear writing would appeal to a wide audience. Articles review the state of the art and serve as a vehicle for continuing education. Book reviews are incisive and range outside the nursing field. Recommended for all libraries, except public schools.

Journal of Community Health. 1975. q. $35 (Individuals, $15). Robert L. Kane, Human Sciences Press, 72 Fifth Ave., New York, N. Y. 10011.

This official journal of the Association of Teachers of Preventive Medicine devotes itself to original articles on the practice, teaching of, and research in community health. The journal publishes well-executed studies and descriptions of projects that have had a documented impact on the health of defined communities or in the education of health care personnel. There are review articles, position papers, and a forum-type question-and-answer section. A multidisciplinary journal appropriate for libraries at the academic and specialized levels as well as for large public libraries.

Journal of Continuing Education in Nursing. 1970. 6/yr. $18. Charles B. Slack, Inc., 6900 Grove Rd., Thorofare, N. J. 08086.

Of interest to those involved in

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training nurses - educators, in-service coordinators. Well-written articles review improvements and trends in in-service education for nurses. Most helpful is a calendar listing a large number of available continuing education programs.

Journal of Gerontological Nursing. 6/yr. $10. Charles B. Slack, Inc., 6900 Grove Rd., Thorofare, N. J. 08086.

A journal for nurses caring for the elderly, whether in the hospital or day-care center. Reports on latest developments focus on practical applications. Actions of government and private agencies that bear on the gerontological nurse are reviewed. A good choice for public libraries.

Journal of Nursing Education. 1962. m. (except July, Aug., Dec.) $14. Charles B. Slack, Inc., 6900 Grove Rd., Thorofare, N. J. 08086.

A slender journal directed to nursing teachers. Timely and well-researched articles on the controversy surrounding alternative educational programs make this periodical a useful counseling tool for schools with prospective student nurses.

Journal of Practical Nursing. 1953. m. $7. C. S. Gulko, National Assn. for Practical Nurse Education & Service, Inc., 122 E. 42nd St., New York, N. Y. 10017.

Although primarily directed toward the licensed practical nurse, the Journal contains information that is valuable to nursing students and the profession at large. Authoritative, technical articles, by leading medical specialists, review current progress or practices in the medical sciences and current trends in continuing education for practical nurses. Light pieces by practical nurses relate personal experiences. A number of useful departments include "Modern Medications," a new-drug review; "Health Highlights," thumbnail sketches on current medical news; and "A Look at Legislation," legislation affecting the profession. A good choice for vocational schools with medical technology programs.

Journal of Psychiatric Nursing. 1963. 6/yr. $8. Charles P. Slack, Inc., 6900 Grove Rd., Thorofare, N. J. 08086.

An informative journal keeping psychiatric nurses abreast of developments in their field. Clearly written articles (six to eight in a typical issue of 40 to 50 pages) review trends and problems. Regular features: "Professional Literature" (book reviews), "Psychiatric Drugs and Trends," and "Geriatric News."

Modern Healthcare (Formerly: Modern Hospital and Modern Nursing Home). 1974. m. $21. Marvin L. Rowlands, Jr. McGraw-Hill, Inc., 1221 Avenue of the Americas, New York, N. Y. 10020. Subs. to: P. O. Box 665, Hightstown, N. J. 08520.

Moving beyond hospital administration, this recast version of the familiar Modern Hospital is now devoted to all aspects of health care in America. There are usually six to seven articles on the subject, but more particularly on current federal, state and local legislation, unions, and the ever present "price of pain" to quote one of the titles. The editors strike an objective attitude, tending to give both sides of any controversy. The style is journalistic rather than scholarly, but the facts seem well documented. Written for technicians and doctors, but most of the material is well within the grasp of laypersons. Almost qualifying as a "state of the art" journal, it is well worth a subscription by most libraries.

National Clearinghouse for Poison Control Center. Bulletin. 6/yr. Free. U.S. Dept. of Health, Education & Welfare, Food & Drug Admin., Bureau of Drugs, 5401 Westbard Ave., Bethesda, Md. 20016.

A six-page newsletter free from the Department of Health, Education and Welfare. Each issue focuses on a different problem - frequently, one of interest to the general public.

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News of pharmaceutical associations is sometimes included. Occasional issues are devoted to statistics. Of interest to librarians is a list of citations from an ongoing review of over 100 journals which have been scanned for articles concerning poison, including case reports and treatment. Reprint addresses are generally included. Given the price, no library can afford to be without this handy reference tool.

Nursing Care (Formerly: Bedside Nurse). 1968. m. Membership (Nonmembers, $9). Serena Stockwell (National Federation of Licensed Practical Nurses). Duaal Pub. Corp., 75 E. 55th St., New York, N. Y. 10022.

The voice of the National Federation of Licensed Practical Nurses. Keeps licensed practical nurses and licensed visiting nurses abreast of developments affecting their work through review articles, "how-to" essays, and book reviews. Easily understood by the educated general reader.

Nursing Clinics of North America. 1966. q. $14. Helen Dietz. W. B. Saunders Co., Washington Sq., Philadelphia, Pa., 19105.

A broad look at health-care issues. Articles frequently come from wide-ranging symposia that look at such issues as "Intentisive Care of the Surgical Patient," "Current Legal and Professional Problems," and "The Handicapped Child." Thorough index and a good selection for a wide range of libraries.

Nursing Digest. 1973. q. $12. E. C. Hodgman. Nursing Digest, Inc., 607 North Ave., Wakefield, Mass. 01880.

A compendium of timely general articles on the nursing profession. Condensed articles are reprinted from such diverse sources as the International Journal of Nursing Studies, Canada's Mental Health, the New York Times Sunday Magazine, The American Journal of Obstetrics and Gynecology, Heart and Lung, and other well-known publications. The articles deal with all aspects of the delivery of health care and the profession, and include some human-interest stories. This is a first-rate journal and would be a good addition to any academic or large public libarary.

Nursing Forum. 1961. q. $12 (Individuals, $10). Alice R. Clarke. Nursing Publns., Inc., P. O. Box 218, Hillsdale, N. J. 07642.

A first-rate journal for nurses and those who work with them. Original articles are penetrating and free of jargon. An excellent choice for all schools of nursing and larger medical collections.

Nursing Mirror (Title varies: Nursing Mirror and Midwives Journal). 1888. w. $41.60. IPC Business Press Ltd., Oakfield House, Perrymount Rd., Haywards Heath, Sussex RH16 #DA, England.

Similar to Nursing Times (see below in this section), this periodical combines general articles ("Medical Photography: a Personal View") and technical presentations. News briefs, letters, and classified notes are some of the regular departments. Mostly for hospital and medical libraries.

Nursing Outlook. 1953. m. $12. Edith P. Lewis. Amer. Journal of Nursing Co., 10 Columbus Circle, New York, N. Y. 10019.

A popular periodical offering a broad look at the profession. Outlook is the organ of the National League for Nursing, which sets standards for nursing education and schools. Articles concern administration, education, and community health. Appropriate for any library.

Nursing Research. 1952. 6/yr. $20. L. E. Notter. Amer. Journal of Nursing Co., 10 Columbus Circle, New York, N. Y. 10019.

Sponsored by the National League for Nursing and the American Nurses' Association, the publication stresses original research activities undertaken by the profession. Articles report on studies of education,

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professional attitudes, experimental studies on procedures, and clinical studies on nursing practices. Many of the papers are excerpts of graduate student dissertations. Selected abstracts of professional literature are featured regularly.

Nursing Times. 1905. w. 17. MacMillan Journals, Ltd., 4 Little Essex St., London WC2R 3LF England.

A comprehensive weekly reviewing events of interest to British nurses. In addition to the news reports, there are brief signed articles that can be understood by general readers, human-interest stories concerned with nursing and medicine, and a letters section. Fully half of the journal is taken up with classifieds.

Occupational Health Nursing. 1949. m. $16. Margaret Carnine. Charles B. Slack, Inc., 6900 Grove Rd., Thorofare, N. J. 08086.

Formerly: American Association of Industrial Nurses Journal. Directed to nurses working in industry and nontraditional health-care settings. Short and clear articles address issues of environmental problems and work injuries, and the nurse as a conduit for good health ideas. Book reviews discuss occupational safety; addresses are given for pamphlets on health and safety.

Public Health Reports. 1878. bi-m. $12.20. Supt. of Docs., U.S. Govt. Printing Office, Washington, D. C. 20402.

Formerly: Health Service Reports. The official journal of the U.S. Public Health Service, this bimonthly attempts to keep abreast of pertinent medical problems in relationship to public health, the health care system, and the various socioeconomic problems which may be associated with the nation's health. The articles are informative, scholarly, and of interest to all in the profession of health care delivery. Perhaps even more valuable to both students and librarians are items that appear throughout the year under the headings of Announcements, Conferences, Bibliographies Available (free) from the National Library of Medicine, Conference Reports, Education Notes (including some educational grant information), Films, and New Federal Publications. More government-oriented than the American Journal of Public Health, this journal is still a good buy for the money if you are only buying one.

Public Health Reviews; an international quarterly. 1972. q. $48. Ari Kernerman. Intl. Health Publns., 27 Reading St., Ramat Aviv, Tel Aviv 69024, Israel.

An international publication which offers four to five long review articles on a variety of subjects connected with public health, e.g., "The Gonorrhea Epidemic," "Narcotic Addiction Among Females," "Trichinella spiralis in Swine and Pork Products." Most of the authors are American academics. The articles purport to collect and evaluate the most important material on the subject and to create a practical guide to the most recent developments in the field. An extensive bibliography is appended to each article. For medical libraries, physicians, nurses and public health workers.

RN; national magazine for nurses. 1937. m. $8. John H. Lavin. Medical Economics Co., 550 Kinderkamack Rd., Oradell, N. J. 07649.

A first-class magazine for nurses, giving a broad look at the professior in lucid language. There are special editions for nurses affiliated with various hospital units: coronary care, intensive care, operating room, and emergency room.

School Nurse. 1969. q. Membership. National Education Assn., Dept. of School Nurses, 1201 16th St, N. W., Washington, D. C. 20036,

Short articles presented in case-report style discuss problems of students, ranging from physical examinations to emotional traumas. Tips are given on teaching health care to the young and understanding home-related problems (adolescent

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neglect, child abuse, ignorance of parenting skills). A good choice for public and school libraries.

WHO Chronicle. 1947. m. $18. Subs. to: World Health Organization, P. O. Box 5284, Church St. Sta., New York, N. Y. 10249.

Published in English, Spanish, and French by the World Health Organization, this monthly is a nontechnical record of progress, or lack of progress, on the world health front. The five to seven articles touch on all topics of general health, and an occasional issue is given over to a special topic. One of the few health/medical journals which can be read by the layperson.

World Health. 1948. m. $10. F. J. Tomiche. World Health Organization, P. O. Box 5284, Church St. Sta., New York, N. Y. 10249.

A health magazine for the general public, this monthly includes a variety of material which is usually well illustrated and written in a semipopular fashion. Most numbers are concerned with broad topics from hospital care to progress in the treatment of cancer. Only rarely are there articles concerned with health problems faced by the average individual. Coverage is as international as the sponsoring organization.

The World Health Organization sponsors a number of periodicals and bulletins, from WHO Chronicle to World Health Statistics Report. Full information on these may be obtained from the organization. Note, too, that there is a combined price for all publications of $116.

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TRADE AND PROFESSIONAL ORGANIZATIONS

SERVICES & PRODUCTS

A variety of services and products can be obtained from the following trade and professional organizations. One should write to them to find out about publications and services offered to educators.

The following listings were taken from: Vakes, N., and Akey, D., (Eds.) Encyclopedia of Associations. Detroit: Gale Research Co., 1977.

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